

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
TODD TENNIS  
BRYAN CRENSHAW  
MARK POLSDOFER  
EMILY STIVERS  
ROBERT PEÑA  
RANDY SCHAFER

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 16, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [November 2, 2022](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Resolution to Approve a [Tax Sharing Agreement](#) with Lansing Township Under the Urban Cooperation Act
2. Clerk's Office – Resolution to Authorize a Three-Year Contract with [US Archives, Inc.](#) for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office
3. Community Mental Health – Resolution to Authorize a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for [Correctional Assessment and Treatment Services](#) at the Ingham County Jail
4. Prosecutor's Office
  - a. Resolution to Authorize a Memorandum of Understanding with the Tri-County Metro Narcotics Squad Under the 2023 [Byrne JAG Grant](#)
  - b. Resolution to Authorize a Memorandum of Understanding between the Department of the [Attorney General](#), the Ingham County Prosecutor's Office, the Jackson County Prosecutor's Office, and AWARE Inc.
5. Probate Court – Resolution to Extend the 2022 [Coronavirus Emergency Supplemental Funding Grant](#)
6. Community Corrections – Resolution to Authorize Contracts with [Northwest Initiative](#) and Prevention and Training Services for 2023 Community-Based Programming
7. Circuit Court – Resolution to Authorize an Agreement with [Michigan State Police](#) to Extend the Period of the Circuit Court's Coronavirus Emergency Supplemental Funding Grant
8. Law & Courts Committee – Resolution Authorizing an Additional 2023 Agreement for [Juvenile Justice Community Agencies](#)

9. Community Agencies – Resolution to Authorize 2023 Agreements for [Community Agencies](#)
10. Potter Park Zoo – Resolution to Authorize the Acceptance of Charitable Donations from the Potter Park Zoological Society to Potter Park Zoo for an [Animal Health Facility](#)
11. Health Department
  - a. Resolution to Authorize [Amendment #1](#) to the 2022-2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
  - b. Resolution to Authorize [Amendment #1](#) to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
  - c. Resolution to Authorize a 2022-2023 [Community Health Needs](#) Assessment and Community Information Exchange Planning Grant
  - d. Resolution to Accept Department of [Justice Byrne Grant](#) Funds from Michigan Public Health Institute for Local Implementation of the Lansing/Ingham Peacemaker Fellowship® and to Partner with Advance Peace and Michigan Public Health Institute to Help Build and Sustain Local Community Capacity to Interrupt Gun Violence in Ingham County, MI
  - e. Resolution to Authorize an Agreement with [Dr. Muhammad Kang](#) for Podiatry Services
  - f. Resolution to Convert Positions #601534, #601542 and #601531 to [Primary Care Physician](#) Position at New Hope Community Health Center
12. Innovation & Technology Department
  - a. Resolution to Approve the Renewal of the [ImageSoft and OnBase](#) Annual Support
  - b. Resolution to Approve the Renewal of the [Microsoft Enterprise](#) Agreement through CDWG
13. Facilities Department
  - a. Resolution to Authorize a Purchase Order to [Seelye Group LTD.](#), to Replace Carpet in Courtroom 7 and Judge's Suite at the Veterans Memorial Courthouse
  - b. Resolution to Authorize Agreements with [LJ Trumble Builders, LLC.](#), and Community Mental Health to Renovate the Families Forward Space at the Human Services Building
14. Road Department
  - a. Resolution to Authorize Contracts for the Purchase of Smooth-Lined Polyethylene Pipe and Helically Corrugated Steel [Pipe](#)
  - b. Resolution to Authorize a Contract for the Purchase of Single Tungsten Carbide Insert Grader [Blades and Jr. Wing Plow Shoes](#)
  - c. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federally-Funded Project on [Meridian Road](#) at Grand River Avenue (M-43)
15. Human Resources Department – Resolution to Approve [Reclassification](#) Requests
16. Board of Commissioners – Resolution Authorizing [Commissioner Compensation](#) for 2023 and 2024

17. Controller/Administrator's Office – Pursuant to MCL 15.268 (1)(h) Consult with Counsel, to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute (*Closed Session*)
18. Board Referrals
  - a. Notice of Public Hearing for the [City of Lansing](#) to Approve Brownfield Plan #83-Moneyball Brownfield Redevelopment Project for the Property Located at 923 and 927 West Saginaw Street, Lansing, Michigan
  - b. Notice of Public Hearing for the [City of Lansing](#) on the Proposed South Martin Luther King Jr. Boulevard Corridor Improvement Authority Development and Finance Plan
  - c. Notice of Public Hearing for the [City of Lansing](#) to Approve an Obsolete Property Rehabilitation District for the Property Located at 1703, 1717, and 1723 E. Michigan Avenue, Lansing, Michigan, 48912

Announcements  
Public Comment  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO  
MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).

FINANCE COMMITTEE  
November 2, 2022  
Draft Minutes

Members Present: Grebner, Crenshaw, Peña, Polsdofer, Schafer, and Stivers.

Members Absent: Tennis.

Others Present: Michael Townsend, Morgan Cole, Scott LeRoy, Gordon Love, Kris Drake, Madison Hughes, and others.

The meeting was called to order by Chairperson Grebner at 6:01 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the October 19, 2022 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, MINUTES OF THE OCTOBER 19, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.  
Absent: Commissioner Tennis.

Additions to the Agenda

Substitute –

18. Human Resources Department – Resolution to Approve UAW TOPS Unit and MC Reclassification Requests

Late –

2. Sheriff's Office
  - b. Resolution to Authorize an Agreement with Vitalcore Health Strategies for Correctional Health Services for the Ingham County Jail and Ingham County Youth Center

Limited Public Comment

None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Sheriff's Office
  - a. Resolution to Authorize a Contract with Deb Hart Yoga and Meditation, LLC

3. Homeland Security and Emergency Management
  - a. Resolution to Authorize a Contract with the State of Michigan Accepting the FY 2022 Homeland Security Grant Program Funds and Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1
  - b. Resolution to Authorize a Contract with West Shore Services Inc. for the Purpose of Upgrading the Outdoor Warning Siren Controller Computer at the Ingham County 9-1-1 Dispatch Center
4. Prosecutor's Office – Resolution to Authorize an Extension of the Coronavirus Emergency Supplemental Funding Grant from the Michigan State Police to the Ingham County Prosecuting Attorney's Office
5. Circuit Court
  - a. Resolution to Accept the FY 2023 Michigan Mental Health Court Program Grant, Continue the Grant Funded Full-Time Mental Health Court-Court Services Coordinator Position, and Authorize Subcontracts
  - b. Resolution to Accept the FY 2023 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position, and Authorize Subcontracts
6. Circuit Court – Juvenile Division – Resolution to Authorize Project Change Request with i3
7. Probate Court – Resolution to Authorize Entry into Project Change Request No. 22702 of the Statement of Work No. 21771 with Imagesoft Corporation for the Probate Court Imaging Project
8. 55<sup>th</sup> District Court
  - a. Resolution to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Authorize Subcontracts for 55<sup>th</sup> District Court
  - b. Resolution to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - Michigan Drug Court Grant Program and Authorize Subcontracts for 55<sup>th</sup> District Court
9. Friend of the Court – Resolution Authorizing a Contract with Child and Family Charities for the Access and Visitation Grant Program
10. Animal Control and Shelter
  - a. Resolution to Approve the Purchase of a 2023 Ford Explorer Police Interceptor for Ingham County Animal Control and Shelter
  - b. Resolution to Create a Second Lead Animal Control Officer Designation
  - c. Resolution to Approve the Creation of a Veterinarian Assistant and Veterinarian Position for Ingham County Animal Control and Shelter

11. 9-1-1 Dispatch Center – Resolution to Authorize the Use of a Facility/Station Dog at the Ingham County 9-1-1 Center
12. Tri-County Office on Aging – Resolution to Extend the Current Tri-County Office on Aging Lease Agreement
13. MSU Extension Office – Resolution to Authorize an Agreement with Michigan State University Extension Services to Approve the 2023 Annual Work Plan
14. Parks Department
  - a. Resolution to Authorize the Acceptance of the Project Agreement for a Land and Water Conservation Fund Grant LW#26-01860 for Burchfield Trail/Cabin Development – McNamara Landing
  - b. Resolution to Authorize the Acceptance of the Project Agreement for a Land and Water Conservation Fund Grant #LW26-01857 for Hawk Island Park
  - c. Resolution to Authorize the Consolidation of City of Lansing Projects TR028 and TR071
  - d. Resolution to Authorize a Contract with Spicer Group, Inc. for Prime Professional Services for Various Projects
15. Health Department
  - a. Resolution to Authorize a 2022-2023 Americorps State Grant
  - b. Resolution to Extend the Agreement with Illinois Public Health Institute’s Dash Program
  - c. Resolution to Accept Continuation of COVID-19 Regional Health Equity Council Backbone Organization Grant
  - d. Resolution to Authorize an Agreement with Henry Ford College
  - e. Resolution to Accept Funding from the Michigan Primary Care Association for Year 3 Participation in the Michigan Network for Oral Health Integration Project
  - f. Resolution to Authorize an Agreement with Ingham County Americorps Vista Program
16. Financial Services Department – Resolution to Approve a Contract with Gabriel, Roeder, Smith & Company to Conduct an Actuary Evaluation of the Retiree Health Care Plan and Provide Annual Governmental Accounting Standards Board Reports
17. Innovation & Technology Department
  - a. Resolution to Approve Renewal of Support from Core Technology
  - b. Resolution to Approve the Invoice for Renewing CourtView Support Services
18. Human Resources Department – Resolution to Approve UAW TOPS Unit and MC Reclassification Requests
20. Board Referrals
  - a. Notice of Public Information Meeting from the East Lansing Downtown Development Authority (DDA) for Thursday, October 27, 2022
  - b. City of East Lansing Assessing Officers Report for Industrial Facility Exception Certificates for 2022

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

2. Sheriff's Office

- b. Resolution to Authorize an Agreement with Vitalcore Health Strategies for Correctional Health Services for the Ingham County Jail and Ingham County Youth Center

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION.

Chairperson Grebner stated that he thought it would be appropriate to highlight the resolution and the importance to move quickly. He further stated that it should be noted in the record that a county in general would have primary goals and secondary goals.

Chairperson Grebner stated that the idea that labor relations should be equally important to the services provided by a county would be incorrect. He further stated that the goal of a county would be to receive taxes and provide services to the public.

Chairperson Grebner stated that the secondary goals of a county would expand on various areas, including labor relations. He further stated that providing medical care to the individuals in need would be a primary goal of Ingham County and labor relations would be a secondary goal.

Chairperson Grebner stated that this reality would need to be recognized in order to continue providing the services for the public. He further stated that there had been a similar situation in the previous ten years within the Road Department that had been difficult to manage.

Commissioner Stivers asked if there was any reason to believe that the Labor Unions would not be in favor of this agreement.

Chairperson Grebner stated that to his knowledge there had not been any concerns on behalf of the Labor Unions. He further stated that some of the Board of Commissioners had some concerns with outsourcing this service.

Chairperson Grebner stated he believed that providing medical care to the inmates was considered a necessary service.

Commissioner Stivers expressed her appreciation to see that Commissioner Sebolt's request to add a be it further resolved clause to ensure that Ingham County would maintain strong labor relationships had been added. She further stated that there was no conflict so there was no reason to worry.

Chairperson Grebner stated that Ingham County hoped there was no conflict.

Commissioner Schafer expressed his pleasure to see that this issue of approximately 20 years would be moving forward.

Chairperson Grebner stated that he would be surprised if this was only a 20-year issue, as there had been a similar situation in 1977.

Commissioner Stivers cautioned that this would not be the final resolution to this issue, as the company chosen might have provided the strongest bid but they did have lawsuits against them as well. She further stated that there was not a perfect solution as this was a very complicated and serious problem.

Commissioner Stivers expressed her wish that the Finance Committee would continue to revisit this issue and hold the company accountable to ensure adequate medical and mental health care would be provided to Ingham County inmates.

Chairperson Grebner stated that he believed it was appropriate to have a discussion when a large sum of funds would be spent. He further stated that this was a dynamic situation and that the various factors would constantly be changing which could require a new company in the future.

Chairperson Grebner stated that there was no reason this service could not be provided by Ingham County employees, but that option was not available at this time. He further stated that it had previously been provided by Ingham County employees and had been contracted out but that decision could change to be provided by Ingham County employees again in the future.

Chairperson Grebner expressed his agreement with Commissioner Stivers and stated that this would respond to the situation responsibly.

Commissioner Crenshaw asked if there was a reason why the where as clause and therefore be it resolved clause were duplicated in the resolution.

Gregg Todd, Ingham County Controller, stated that he had included the wording twice to ensure all of the information was thoroughly provided to the company.

Chairperson Grebner stated that a where as clause would generally not have an impact but the therefore be it resolved would be the important section for this wording.

Commissioner Crenshaw explained that the last two where as clauses had the same wording as the first be it further resolved and asked if it was repeated for a specific reason.

Mr. Todd stated confirmation with Chairperson Grebner's statement and stated that the therefore be it resolved clause would be the important section to include this wording, and the where as would essentially be a review of the plan. He further reiterated that he included the wording twice to ensure all of the information was thoroughly provided to the company.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Discussion.



1. Treasurer's Office
  - a. 3rd Quarter Investment Report

Alan Fox, Ingham County Treasurer, provided an overview of the 3rd Quarter Investment report provided in the Finance Committee packet. He further stated that Ingham County had been earning approximately 2.5% a year on the bond which had increased from under 1% previously.

1. Treasurer's Office
  - b. Foreclosing Governmental Unit Report of Real Property Foreclosure Sales

Treasurer Fox stated that the report was newly required. He further provided an overview of the Foreclosing Governmental Unit Report of Real Property Foreclosure Sales.

Treasurer Fox stated that there had been an additional court order that recently that had not been reflected on the report provided in the Finance Committee packet. He further stated that the Internal Revenue Service would be receiving a check for approximately \$34,000 that he believed had not been reflected in the report at this time.

Treasurer Fox stated that most of the proceeds from the auctions had been provided to the previous owners as well as to banks and to the Federal Government. He further stated that this would potentially happen again for 2022 auctions but that he did not have that information at this time.

Treasurer Fox explained that the right of first refusal that allowed local governments the ability to purchase a property for the minimum bid was made unavailable by the U.S. Court of Appeals. He further explained that this would assist in some of the process and simplify some of the reports required.

Treasurer Fox stated that the U.S. Court of Appeals had determined that a foreclosed properties fair market value could only be determined by selling the property at a public auction and that he was comfortable with this decision. He further stated that there had not been an issue of providing properties to local governments in Ingham County in the past, so there would be no consequence here and it would simplify the claims process.

Commissioner Crenshaw asked if column XI, the total amount provided to those entitled after an auction, had equaled to approximately \$442,000.

Treasurer Fox stated confirmation.

Commissioner Crenshaw asked if the proceeds received from an auction would be held in a separate account.

Treasurer Fox stated that auction proceeds would be received in a separate account that would be distinctive from the other funds. He further stated that the advice provided had been to separate these funds but to also not spend these funds except to pay claimants.

Treasurer Fox stated that there was current litigation pending, as well as any future litigation, that could require the funding as well.

Commissioner Crenshaw asked if a claim would have to be made to receive the proceeds. He further asked if there was a potential for the proceeds to not be claimed and in turn be entered into another fund.

Treasurer Fox stated that a claim would have to be filed, but first a notice of intent to file a claim would have to be filed before the auction occurred. He further stated that previously, if a local government had purchased a property at minimum bid, the notice of intent to file a claim would require the claimant received the fair market value of the property once the claim had been filed.

Treasurer Fox stated that if a claim had not been filed, the previous owner would receive the minimum bid. He further stated that the litigation could be pending for a while due to the changes previously made by the U.S. Court of Appeals and that there is a possibility that other claims would have to be paid in the future.

Commissioner Crenshaw asked how much additional work this would require from the Treasurer's staff.

Treasurer Fox stated that it would require quite a bit of additional work, but that he had been working on the reorganization of the Foreclosure Prevention office to bring to the Board of Commissioners in the future. He further stated that the legal complexities from the court decisions and legislation continued to make this position considerably complicating.

Treasurer Fox stated that Human Resources (HR) had agreed and discussed that compensation increases would be provided throughout the Foreclosure Prevention office. He further stated that a fourth position had previously been funded by the American Rescue Plan Act (ARPA) and had been received which would open additional funding to be moved around in the budget.

Commissioner Schafer thanked Treasurer Fox for his report and asked why an individual would not have the property sold privately once they had been notified that it would be foreclosed.

Treasurer Fox stated that the recommendation would be to have the property sold privately. He further stated that every foreclosure had a story behind it, and an individual could have sentimental value to the property.

Treasurer Fox explained a situation that included an individual who held sentimental value to their childhood home, which was declining in value. He further explained that his office received many inquiries regarding this property but that the taxes were paid right in time to prevent foreclosure over the last three years.

Commissioner Schafer explained that logic was not a part of human existence.

Chairperson Grebner stated that logic was one part of human existence. He further reiterated that there were various scenarios and stories surrounding foreclosures.

Treasurer Fox stated that the Land Bank had no properties remaining because every foreclosed parcel had closed at auction. He further stated that he believed this could be an indication of the shortage of housing in Ingham County because individuals are purchasing anything.

Commissioner Schafer asked if there had been a noticeable change in the auction purchases with the interest rates increasing.

Treasurer Fox stated that from 2019 to 2021, auctions had higher bids. He further stated that he had noticed a decrease in the bid prices but that due to the lack of availability to purchase and rehab a house in Ingham County, individuals were eager to purchase what was available at the auctions.

Treasurer Fox stated that the difference with the 2022 auctions would be that this also included vacant lots.

Commissioner Schafer asked if Treasurer Fox did not believe the interest rates had affected the auction purchases.

Treasurer Fox stated that he believed it was a factor, but that the increased scarcity of housing would require more than increased interest rates to lose the enthusiasm to purchase foreclosed property. He further stated that were a variety of factors to be considered.

Treasurer Fox stated that he believed the individuals that purchase some of these properties to rehabilitate are confident that they would have buyers once it had been completed.

19. Controller/Administrator's Office – Pursuant to MCL 15.268 (1)(h) Consult with Counsel, to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute  
(Closed Session)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. PEÑA, AT APPROXIMATELY 6:33 P.M., TO ENTER INTO A CLOSED SESSION TO DISCUSS A WRITTEN ATTORNEY CLIENT PRIVILEGED OPINION FROM THE COUNTY'S CORPORATION COUNSEL DATED NOVEMBER 1, 2022 AS PERMITTED BY MCL 15.268(h).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioner Tennis.

CHAIRPERSON GREBNER DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 6:50 P.M.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO CONCUR WITH THE RECOMMENDATION OF THE SETTLEMENT AGREEMENT AS PROPOSED BY THE CORPORATION COUNSEL.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:51 p.m.

## NOVEMBER 16, 2022 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

The Controller's Office recommends approval of the following resolutions:

1. **Treasurer's Office** – *Resolution to Approve a Tax Sharing Agreement with Lansing Township Under the Urban Cooperation Act*

This resolution approves a tax sharing agreement with Lansing Township to extend a portion of the capture from the 2003 Downtown Development Authority (DDA) agreement. This agreement would do the following:

- (1) Sets the revenue received by the DDA at 60% of the total taxes levied by the County on the incremental value of parcels in the DDA above 2002 taxable values, subject to other possible reductions. In 2022 this will set a maximum tax share of about \$650,000, compared to \$920,000 in 2020, the last year in which the 2004 agreement was in full effect.
- (2) Ensures a continuing commitment by the Township by:
  - a. Requiring the Township to continue to share with the DDA 80% of the total incremental value of township taxes on the same parcels
  - b. Requiring the Township to maintain its millage rates except as necessary to meet Headlee Amendment requirements
  - c. Requiring the Township to continue to levy a special assessment roll for police and fire services in order to free general fund dollars for debt payments
  - d. Limiting any sharing of county revenue to 50% of the dollars raised by that special assessment roll. This will only have an effect if the township reduces its special assessment roll in future years
- (3) Specifies that the revenue received from county taxes may only be used make payments on the 2012 and 2013 bonds that fund infrastructure improvements and not on bonds that finance the parking structure.
  - a. Dollars received from the county in a year may not exceed the amounts required for payments on those bonds. The 2012 bonds will be paid in full in 2031. From 2032 on, the amount due on the 2013 bonds will be approximately \$600,000 per year and that amount will likely serve as the limit on county funds which will be shared.
  - b. The bonds may be refinanced and tax sharing continued on the refinanced bonds by resolution of the Board of Commissioners.
- (4) Ends the agreement in 2040, which is when the last payments are due on those specific bonds.
- (5) Requires annual reporting so the county can ensure that the limitations in the agreement are met.

See memo for details.

2. **Clerk's Office** – *Resolution to Authorize a Three-Year Contract with US Archives, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office*

This authorizes a three-year contract with US Archives, Inc. for off-site storage for vital records in the Clerk's care. Annual cost is \$7,404 and the Clerk has budgeted an extra \$2,596 for potential additional records storage.

See memo for details.

3. **Community Mental Health** – *Resolution to Authorize a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Correctional Assessment and Treatment Services at the Ingham County Jail*

This resolution will authorize a contract not to exceed \$775,400 with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Correctional Assessment and Treatment Services (CATS) at the Ingham County Jail for the period of January 1, 2023 through December 31, 2023. Since January 2019, the Board of Commissioners has allocated Justice Millage funding to CMH for CATS services. This contract will continue current services into the 2023 calendar year. The contract will include funding for three full-time mental health therapists, one full-time nurse case manager, one full-time mental health secretary, a full-time program manager, and a peer recovery coach.

See memo for details.

4a. **Prosecutor's Office** – *Resolution to Authorize a Memorandum of Understanding between the Tri-County Metro Narcotics Squad and the Ingham County Prosecutor's Office under the 2023 Byrne JAG Grant Program*

This resolution will authorize an agreement for the Tri-County Metro Narcotics Squad to disburse \$27,930 to the Ingham County Prosecutor's Office (ICPO) under the 2023 Byrne JAG Grant Program "*Building Investigative Capacity to Combat Dangerous Drugs and Violent Crime in Our Communities*" for the time period October 1, 2022 through September 30, 2023. The primary goal of this grant is to focus on heroin, fentanyl, and prescription opiates. The aim is to reduce overdoses, deaths, and criminal activity related to the sale of heroin and opiates. This grant funding will be used by ICPO to assist in obtaining technological equipment to efficiently meet its constitutional and statutory obligations to provide timely discovery in criminal matters and to offset the increased costs for Prosecuting Attorney's Association of Michigan (PAAM) interns for 2023.

See memo for details.

4b. **Prosecutor's Office** – *Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, and the Jackson County Prosecutor's Office, and AWARE Inc.*

This resolution will authorize the Ingham County Prosecutor's Office (ICPO) to enter into a memorandum of understanding (MOU), effective October 1, 2022 through September 30, 2023, in the amount of \$401,103.39 with the Department of the Attorney General (AG), the Jackson County Prosecutor's Office, and AWARE Inc. The AG will provide reimbursement funding for all expenses charged under the MOU.

ICPO receives grant funding from the Michigan Department of the Attorney General to assist local prosecutors with the investigation, prosecution, and notification of victims in cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). ICPO utilizes one Special Assistant Attorney General and one dedicated Ingham County Sheriff's Office detective to investigate those unsolved cases originating from Ingham County.

Beginning in 2020, additional funds have been provided to expand the duties of the Ingham County based SAKI Assistant AG to include unresolved sexual assault kit cases originating from Jackson County. The ICPO SAKI prosecutor was authorized, under the powers of the AG, to prosecute cases in both counties. The Jackson County Prosecutor's Office provides office space and resources for the additional prosecutorial assistance. Further, the grant includes funds for a community-based Jackson County sexual assault advocate to provide victims with notification and services.

See memo for details.

**5. Probate Court – Resolution to Extend the 2022 Coronavirus Emergency Supplemental Funding Grant for Probate Court**

This resolution will authorize an extension of the 2022 Coronavirus Emergency Supplemental Funding (CESF) Grant with the Michigan State Police for the period of January 1, 2022 to September 30, 2023. The funds from this grant will be used to secure additional Personal Protective Equipment (PPE); secure kiosks for self-service and/or contactless response; assist with OnBase workflow and electronic case file processing through ImageSoft; and pay for temporary staffing and/or overtime costs to assist with any backlog resulting from the coronavirus pandemic. This extension provides no additional funding, but allows for additional time for grant permitted expenditures to be reimbursed.

See memo for details.

**6. Community Corrections – Resolution to Authorize Contracts with Northwest Initiative and Prevention and Training Services for 2023 Community-Based Programming**

This resolution will authorize entering into contracts with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000 and with Prevention and Training Services for Moral Reconciliation Therapy groups in an amount not to exceed \$18,600 for the performance period of January 1, 2023 through December 31, 2023. Funding for these contracts will come from the Justice Millage, and is included in the 2023 budget.

See memo for details.

**7. Circuit Court – Resolution to Authorize an Agreement with Michigan State Police to Extend the Period of the Circuit Court's Coronavirus Emergency Supplemental Funding Grant**

This resolution will authorize entering into an agreement with Michigan State Police (MSP) to extend the Circuit Court's CESF grant period to September 30, 2023. The funds from this grant (\$142,896) will be used in support of the Court's Visiting Judge project aimed at reducing a backlog of criminal jury trials. This extension provides no additional funding, but allows for additional time for grant permitted expenditures to be reimbursed.

See memo for details.

**8. Law & Courts Committee – Resolution Authorizing an Additional 2023 Agreement for Juvenile Justice Community Agencies**

This resolution will authorize a contract for the period of January 1, 2023 through December 31, 2023, for the Eastside Community Action Center's "C.O.P.E. for Youth" program. Resolution #22-470 allocated 2023 funding for Juvenile Justice Community Agencies to four programs seeking continuation funding. A request for Juvenile Justice Millage Community Agency funding was also received from the Eastside Community Action Center (ECAC). The County Attorney's office determined that this initial request did not meet eligibility requirements for funding from the Juvenile Justice Millage.

ECAC has submitted a revised request that is eligible for funding. The request is for \$45,000 for a “C.O.P.E. for Youth” program. Resolution #22-373 allocated \$185,000 for Juvenile Justice Community Agencies in 2023, and \$179,510 has been awarded through Resolution #22-470, leaving an available balance of \$5,490. The Board could increase the \$185,000 allocated in 2023 for Juvenile Justice Community Agencies.

If the Law & Courts committee would like to allocate funding to the ECAC’s “C.O.P.E. for Youth” program, the attached resolution has a blank for the allocation amount, and also includes a clause to allocate additional funding from the Juvenile Justice Millage if necessary.

See memo for details.

**9. Community Agencies – Resolution to Authorize 2023 Agreements for Community Agencies**

This resolution approves community agency funding for FY 2023. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #22-262. For 2023, thirty six (36) applications were received, requesting a total of \$446,111; and \$300,000 is included in the 2023 budget for community agency funding. Each funded agency included in the recommendation is funded either at their request, or at a 25% increase over what they received last year, with the exception of the new applications. Total recommended funding is \$304,750. If the resolution is approved as recommended, the additional \$4,750 could be utilized from the 2023 contingency fund.

**10. Potter Park Zoo - Resolution to Authorize the Acceptance of Charitable Donations from the Potter Park Zoological Society to Potter Park Zoo for an Animal Health Facility**

This resolution authorizes acceptance of monetary and physical donations from the Potter Park Zoological Society to Potter Park Zoo for the purpose of building a new animal health facility.

**11a. Health Department - Resolution to Authorize Amendment #1 to the 2022-2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement**

This resolution authorizes a revised 2022 – 2023 Emerging Threats Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of emerging threats services under the Comprehensive Agreement Process. The financial impact of this agreement will decrease the FY ’23 original grant amount from \$2,888,360 to \$1,676,315 a decrease of \$1,212,045. The revised resolution makes the following specific change to the budget:

U4U Tuberculosis Services: increase of \$2,777 from \$0.00 to \$2,722

American Rescue Plan: decrease of \$9,182 from \$37,854 to \$28,672

COVID Immunization: decrease of \$1,205,640 from \$1,380,613 to \$174,973

**11b. Health Department - Resolution to Authorize Amendment #1 to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement**

This resolution authorizes a revised 2022 – 2023 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process. The financial impact of this increased support will increase the FY ’23 original grant agreement from \$6,567,369 to \$6,918,310 and increase of \$350,941. The revised resolution makes the following specific changes to the budget:



HIV Prevention – Forest Community Health: increase of \$137,000 from \$0.00 to \$137,000  
SDOH Planning: increase of \$50,000 from \$0 to \$50,000  
Telehealth – Family Planning – increase of \$94,680 from \$0 to \$94,680  
Regional Perinatal Care System: increase of \$20,000 from \$135,000 to \$155,000  
WIC Breastfeeding – increase of \$5,644 from \$191,796 to \$197,440  
WIC Resident Grant – increase of \$43,617 from \$1,614,224 to \$1,657,841

**11c. Health Department - Resolution to Authorize a 2022-2023 Community Health Needs Assessment and Community Information Exchange Planning Grant**

This resolution accepts the Michigan Department of Health and Human Services (MDHHS) Community Health Needs Assessment (CHNA) and Community Information Exchange (CIE) Planning Grant in an amount not to exceed \$50,000 effective November 1, 2022 through May 31, 2023. MDHHS has granted ICHD a 2022/2023 planning grant of \$50,000 whereby ICHD will receive planning funding designed to address social determinants of health within Ingham County.

**11d. Health Department - Resolution to Accept Department of Justice Byrne Grant Funds from Michigan Public Health Institute for Local Implementation of the Lansing/Ingham Peacemaker Fellowship® and to Partner with Advance Peace and Michigan Public Health Institute to Help Build and Sustain Local Community Capacity to Interrupt Gun Violence in Ingham County, MI**

This resolution accepts a Department of Justice grant from Michigan Public Health Institute for \$34,274 for the period October 1, 2022 through September 30, 2023 to support the Lansing/Ingham Peacemaker Fellowship.

**11e. Health Department - Resolution to Authorize an Agreement with Dr. Muhummad Kang for Podiatry Services**

This resolution authorizes entering into an agreement with Dr. Muhummad Kang for podiatry services for a two-year term effective December 1, 2022 through November 30, 2024 for an amount not to exceed \$63,336. The cost of this agreement will be covered by Health Resources and Services Administration (HRSA) funding and patient care revenues.

**11f. Health Department - Resolution to Convert Positions #601534, #601542, and #601531 to a Primary Care Physician Position at New Hope Community Health Center**

This resolution converts a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope Community Health Center effective upon approval. These three positions have remained vacant for several fiscal years and, after an operational assessment, can be repurposed. The financial impact converting three positions to a primary care physician position is a slight increase of \$25,595. The cost increase will be offset by revenue generated from reimbursable visits generated by the primary care physician.

**12a. Innovation & Technology Department – Resolution to Approve the Renewal of the ImageSoft and OnBase Annual Support**

This resolution approves the renewal of the ImageSoft and OnBase support contracts for 2023. OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes.

Funding for the \$100,411.72 invoice for ImageSoft and the \$115,551.97 invoices from Hyland (total of \$215,963.69) is budgeted and will come from the County's Innovation and Technology Department Network Maintenance – Imaging Fund.

See memo for details.

**12b. Innovation & Technology Department – Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG**

This resolution approves a three-year contract renewal with CDWG for our Microsoft Enterprise Agreement (EA).

The funding for the not to exceed \$450,000 annual cost is budgeted and will come from the County's Network Software Fund.

See memo for details.

**13a. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace Carpet in Courtroom 7 and Judge's Suite at the Veterans Memorial Courthouse**

This resolution approves a PO with Seelye Group Ltd to replace the carpet in Courtroom 7 and the Judge's Suite at the Veterans Memorial Courthouse. The carpet is worn, stained, faded, stretched, and past it's useful life. Seelye Group Ltd., who is on the MiDeals contract and, therefore, does not need three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$42,706.78 to replace the carpet. Facilities is requesting a \$3,000 contingency for any uncovered conditions, for a total not to exceed amount of \$45,706.78.

Funds are available in the approved 2022 and 2020 CIPs.

See memo for details.

**13b. Facilities Department – Resolution to Authorize Agreements with LJ Trumble Builders, LLC., and Community Mental Health to Renovate the Families Forward Space at the Human Services Building**

This resolution approves an agreement with LJ Trumble Builders, LLC for renovations to the Community Mental Health's (CMH) Families Forward Program space located at the Human Services Building. LJ Trumble Builders, LLC submitted the lowest responsive and responsible proposal of \$1,097,000. Facilities is requesting a contingency of \$50,000 for any uncovered conditions.

CMH will pay back the \$300,000 to Ingham County to replenish the CMH Building revolving fund within one year of the completion of the project. CMH will then enter into a new lease with Ingham County to pay back the \$647,000 covering the Ingham CIP CMH renovations: \$500,000 and the Ingham General Fund reserves: \$147,000. Payback of the new lease is expected to be over a 10-year term with payments likely around \$6,000 per month.

Renovations include but are not limited to: demo and modification to first floor reception, upgrading the first and second floor with wall and floor furnishings, ceiling panels, lighting, modifications to HVAC, fire alarm, and fire suppression systems as necessary, remodel four restrooms to comply with Michigan Barrier Free Design Rules and addressing ADA compliance with the ramp and handrail to door 2.

See memo for details.

**14a. Road Department – Resolution to Authorize Contracts for the Purchase of Smooth-Lined Polyethylene Pipe and Helically Corrugated Steel Pipe**

This resolution authorizes the purchase of smooth-lined polyethylene pipe from ADS and helically corrugated steel pipe from Contech Engineered Solutions, LLC on an as-needed basis based on their proposed bid pricing. The 2023 bid unit prices are within three percent of 2022 unit prices and the estimated total cost is less than \$150,000.

Funding is available in the 2023 Road Department budget.

See memo for details.

**14b. Road Department – Resolution to Authorize a Contract for the Purchase of Single Tungsten Carbide Insert Grader Blades and Jr. Wing Plow Shoes**

This resolution authorizes a contract with Shults Equipment, LLC for the purchase of approximately 250 single tungsten carbide grader blades at \$259/blade and approximately 50 7' junior para wing plow shoes at \$156/shoe.

Funding is available in the 2022 Road Department Budget.

See memo for details.

**14c. Road Department – Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federally-Funded Project on Meridian Road at Grand River Avenue (M-43)**

This resolution authorizes a second-party agreement with the Michigan Department of Transportation (MDOT) for the Meridian Road at Grand River Avenue project which consists of includes hot mix asphalt intersection widening, concrete curb and gutter, earthwork, tree removal, storm sewer, and pavement markings. The Road Department has received federal Highway Safety Improvement Program (HSIP) funding for this project. The Road Department has coordinated this project with the Michigan Department of Transportation (MDOT) project which will install a traffic signal at this location. Both projects have been designed pursuant to applicable federal, state, and local design specifications.

The HSIP funding pays for 80% of construction costs up to the capped amount of \$376,000. The remaining costs are the responsibility of the Local Agency. Per the MDOT agreement, the estimated construction funding responsibilities are as follows:

Highway Safety Improvement Program (HSIP):	\$ 376,000
Local Participation:	<u>\$ 131,000</u>
Total Project Cost =	\$ 507,000

A 20% contingency is being requested for this project, equating to a total project cost of \$610,000. Due to the capped HSIP funding, the local participation for this project will increase to \$234,000. This has been included in the 2023 Road Fund Budget.

See memo for details.

**15. Human Resources Department – Resolution to Approve Reclassification Requests**

This resolution approves MC reclassifications for the following:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
421001	Animal Control Director	Move from MC 12 to MC 14
421002	Animal Control Deputy Director	Move from MC 10 to MC 12
421021	Veterinarian – Animal Control	Move from MC 11 to MC 13
142026	Exec. Asst. to Office Coordinator – FOC	Move from MC 5 to MC 7
144002	Exec. Asst. to Office Coordinator - PD	Move from MC 5 to MC 7

See memo for details.

**16. Board of Commissioners – Resolution Authorizing Commissioner Compensation for 2023 and 2024**

This resolution approves the compensation rates for the Board of Commissioners over the next two years.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

- 17. Controller/Administrator’s Office – Pursuant to MCL 15.268 (1)(h) Consult with Counsel, to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute (Closed Session)**
- 18a. Board Referrals - Notice of Public Hearing for the City of Lansing to Approve Brownfield Plan #83-Moneyball Brownfield Redevelopment Project for the Property Located at 923 and 927 West Saginaw Street, Lansing, Michigan**
- 18b. Board Referrals - Notice of Public Hearing for the City of Lansing on the Proposed South Martin Luther King Jr. Boulevard Corridor Improvement Authority Development and Finance Plan**
- 18c. Board Referrals - Notice of Public Hearing for the City of Lansing to Approve an Obsolete Property Rehabilitation District for the Property Located at 1703, 1717, and 1723 E. Michigan Avenue, Lansing, Michigan, 48912**

## Agenda Item 1

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Alan Fox, Treasurer  
**DATE:** October 20, 2022  
**SUBJECT:** Resolution to Approve a Tax Sharing Agreement with Lansing Township under the Urban Cooperation Act

For meeting agendas of November 1 and 2

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### **BACKGROUND**

In 2003 Lansing Township created a Downtown Development Authority (DDA) to develop property in and around what is now the Eastwood Shopping Center. The Township proposed that the DDA capture county and other taxes to finance costs of the development. The County and the Township ultimately agreed in 2004 on a Tax Sharing Agreement under the Urban Cooperation Act of 1967 that placed limits on the funds that the county would share. The key portions of the agreement are:

- (1) Set the revenue received by the DDA at 80% of total taxes levied by the County on the incremental value of parcels in the DDA above 2002 taxable values
- (2) Specified infrastructure improvement projects for which the funds could be used
- (3) Set a maximum dollar value for revenue due the DDA over the life of the agreement to \$11 million, including funds for financing

The Lansing Township DDA began receiving shared funds with the December 2003 tax levy. Revenue was shared until the \$11 million cap was reached in 2021 and the agreement was terminated.

In April, 2022 Lansing Township officials asked the County to renew or extend the 2004 agreement. Because the agreement had already expired a renewal or extension was no longer possible. Controller Todd, Treasurer Fox and Commissioners Celentino, Peña, and Crenshaw met at the Township's invitation and impressed upon the Township officials that a new agreement would have to be reached and that it would have to be part of a comprehensive plan that would fully meet the Township's debt obligations. Documentation including budgets, debt service details, and plans for increasing the tax base were requested.

### **PROPOSED AGREEMENT**

After additional meetings and the provision of the requested documentation, a plan was developed to limit the tax revenue shared by the county to ensure that steps already taken by the township to meet its obligations would be continued, and to fund only public infrastructure improvements already completed for which bond payments remain due. The 2022 proposal:

- (6) Sets the revenue received by the DDA at 60% of the total taxes levied by the County on the incremental value of parcels in the DDA above 2002 taxable values, subject to other possible reductions. In 2022 this will set a maximum tax share of about \$650,000, compared to \$920,000 in 2020, the last year in which the 2004 agreement was in full effect.

- (7) Ensures a continuing commitment by the Township by:
- a. Requiring the Township to continue to share with the DDA 80% of the total incremental value of township taxes on the same parcels
  - b. Requiring the Township to maintain its millage rates except as necessary to meet Headlee Amendment requirements
  - c. Requiring the Township to continue to levy a special assessment roll for police and fire services in order to free general fund dollars for debt payments
  - d. Limiting any sharing of county revenue to 50% of the dollars raised by that special assessment roll. This will only have an effect if the township reduces its special assessment roll in future years
- (8) Specifies that the revenue received from county taxes may only be used make payments on the 2012 and 2013 bonds that fund infrastructure improvements and not on bonds that finance the parking structure.
- c. Dollars received from the county in a year may not exceed the amounts required for payments on those bonds. The 2012 bonds will be paid in full in 2031. From 2032 on, the amount due on the 2013 bonds will be approximately \$600,000 per year and that amount will likely serve as the limit on county funds which will be shared.
  - d. The bonds may be refinanced and tax sharing continued on the refinanced bonds by resolution of the Board of Commissioners.
- (9) Ends the agreement in 2040, which is when the last payments are due on those specific bonds.
- (10) Requires annual reporting so the county can ensure that the limitations in the agreement are met.

### **ALTERNATIVES**

The proposed agreement could be adjusted to further limit the amount of taxes matched to the County. The following mechanisms that could be used to do this:

- Further reduce the % of revenue received by the DDA (proposed at 60%, Township original proposal was 70%))
- Further reduce the revenue received by reducing the % of dollars raised by the Lansing Township special assessment (proposed at 50%)
- Limit total revenue shared to a specific dollar amount (2004 agreement was capped at \$11 million)

### **Option Examples:**

<b>PROJ SPECIAL ASSESSMENT</b>	<b>YEAR</b>	<b>TAX SHARE 50%, SA LIMIT 40%</b>	<b>TAX SHARE 60%, SA LIMIT 50%</b>	<b>TAX SHARE 70% (TWP PROP)</b>
1,521,121	2022	549,205	659,046	768,887
1,521,121	2023	576,665	691,998	807,331
1,581,966	2024	605,499	726,598	847,698
1,581,966	2025	632,786	762,928	890,083
1,581,966	2026	632,786	790,983	934,587
1,645,244	2027	658,098	822,622	981,316
1,645,244	2028	658,098	822,622	1,030,382
1,645,244	2029	658,098	822,622	1,081,901
1,711,054	2030	684,422	855,527	1,135,996
1,711,054	2031	684,422	855,527	1,192,796
1,711,054	2032	596,400	596,400	1,252,436
1,779,496	2033	598,000	598,000	1,315,058
1,779,496	2034	597,600	597,600	1,380,811
1,779,496	2035	600,000	600,000	1,449,851
1,850,676	2036	600,000	600,000	1,522,344
1,850,676	2037	596,541	596,541	1,598,461
1,850,676	2038	595,592	595,592	1,678,384
1,924,703	2039	598,520	598,520	1,762,303
1,924,703	2040	<u>599,663</u>	<u>599,663</u>	<u>1,850,418</u>
<b>TOTALS</b>		<b>11,722,394</b>	<b>13,192,791</b>	<b>23,481,045</b>

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A TAX SHARING AGREEMENT WITH LANSING TOWNSHIP  
UNDER THE URBAN COOPERATION ACT**

WHEREAS, in 2004, Ingham County entered into a Tax Sharing Agreement with the Charter Township of Lansing, allowing for the capture of Ingham County's incremental tax revenues in the Lansing Township development district, which has since expired; and

WHEREAS, the Charter Township of Lansing has requested that Ingham County enter into a new voluntary tax sharing agreement Under the Urban Cooperation Act, MCL 124.501 *et seq.*, to share a certain portion of Ingham County's incremental tax revenues to finance infrastructure projects in the development district; and

WHEREAS, the parties have drafted a proposed Tax Sharing Agreement under the Urban Cooperation Act, a copy of which is attached as Exhibit 1; and

WHEREAS, Section 5a(3) of the Urban Cooperation Act, MCL 124.505a(3), requires that the legislative body of each party to a tax sharing agreement must hold at least one public hearing before approval of a tax sharing agreement; and

WHEREAS, Section 5a(4) of the Urban Cooperation Act, MCL 124.505a(4), provides that if within 45 days of the meeting at which a tax sharing agreement is approved by a governmental unit, a petition is signed by a minimum of 8% of the registered electors of that local governmental unit voting in the last general election before the adoption of the agreement, a referendum shall be held in that local governmental unit at the next regularly scheduled election or at a special election held for this purpose; and

WHEREAS, on October 11, 2022, the Lansing Township Board of Trustees adopted a resolution approving the Tax Sharing Agreement Under the Urban Cooperation Act contingent upon the Ingham County Board of Commissioners approving the Tax Sharing Agreement in substantial form, and further contingent upon the lapse of 45 days after approval of the Tax Sharing Agreement by both parties without a petition for referendum being filed; and

WHEREAS, on November 22, 2022, pursuant to notice duly published and posted, a public hearing was held before the Ingham County Board of Commissioners on the approval of the Tax Sharing Agreement Under the Urban Cooperation Act.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entry into the Tax Sharing Agreement Under the Urban Cooperation Act, attached as Exhibit 1, subject to the right of the voters to file a petition for a referendum on the Tax Sharing Agreement within 45 days.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Tax Sharing Agreement Under the Urban Cooperation Act, on behalf of Ingham County, upon review and approval by a County Attorney.



BE IT FURTHER RESOLVED, that the Board of Commissioners waives the policy set forth in Resolution #05-094 regarding submission of the Tax Sharing Agreement Under the Urban Cooperation Act to the County Economic Development Corporation for review and comment.

BE IT FURTHER RESOLVED, that the signed Tax Sharing Agreement Under the Urban Cooperation Act will be filed with the Ingham County Clerk's Office and the Michigan Secretary of State.

## **TAX SHARING AGREEMENT UNDER THE URBAN COOPERATION ACT**

This Tax Sharing Agreement Under the Urban Cooperation Act (“this Agreement”) is entered into by and between **Ingham County**, a Michigan county organized and operating under Const 1963, art 7, §1, and MCL 45.1, *et seq.*, with its principal offices located at Courthouse, Mason, Michigan (“Ingham County”), and the **Charter Township of Lansing** (“Lansing Township”), a Michigan charter township organized and operating under the Charter Township Act (Public Act 359 of 1947, as amended; MCL 42.1, *et seq.*), with its principal offices located at 3209 West Michigan Avenue, Lansing, Michigan.

### **Recitals**

**WHEREAS**, pursuant to Resolution No. 05-094 (the “Resolution”), Ingham County has an established policy of entering into tax sharing agreements with local governmental entities for specifically defined infrastructure projects which are directly related to economic growth within a development area; and

**WHEREAS**, Ingham County desires to enter into this Agreement notwithstanding that the Ingham County tax revenues to be captured are designated to pay for completed infrastructure projects funded by bonds previously issued by the Lansing Township, in recognition of the benefits of those infrastructure projects to the economic development to the citizens and taxpayers of the County; and

**WHEREAS**, pursuant to the legal authority granted by Section 5a of the Urban Cooperation Act (MCL 124.505a), the parties desire to enter into this Agreement to finance certain infrastructure projects associated with economic benefit to the citizens of Ingham County, to be accomplished by the capture and sharing of certain Ingham County tax revenues with Lansing Township, and to specify how those tax revenues will be expended by Lansing Township; and

**WHEREAS**, the Urban Cooperation Act (Public Act 7 of 1967, Ex. Sess., as amended; MCL 124.501, *et seq.*) provides that local governmental units may enter into interlocal agreements, which agreements may provide for a joint exercise of any power, privilege or authority which the local governmental units share in common and which each might exercise separately; and

**WHEREAS**, the Urban Cooperation Act provides for the sharing between governmental units of revenue derived from the levy of general ad valorem property taxes or specific taxes levied in lieu of general ad valorem property taxes; and

**WHEREAS**, the parties hereto desire to enter into this Agreement to provide for and to promote the economic development of a certain area of property which is located in Lansing Township, (as more specifically denoted in the development area map, attached and incorporated by reference as Exhibit A), for the benefit of Ingham County, Lansing Township, and the surrounding community.

### **Terms and Conditions**

1. *Legal Authority.* Lansing Township and Ingham County enter into this Agreement under and pursuant to the legal authority granted by the Urban Cooperation Act.

2. *Tax Sharing/Capture.* Pursuant to this Agreement, Ingham County agrees to share, and Lansing Township is authorized to capture, certain Ingham County tax revenues as described below:

- A. Beginning with the July 1, 2022 tax levy, and for every tax levy thereafter through the 2040 tax year, Ingham County shall share with Lansing Township, and Lansing Township shall capture from Ingham County, certain Ingham County tax revenues, specifically, the capture of 60% of the increase from tax year 2002 of Ingham County's general and special millage tax revenues in the development area as depicted in Exhibit A.

The Ingham County Treasurer and the Lansing Township Treasurer are authorized to make adjustments in the allocation of all amounts collected from the 2022 tax levies that are collected before the execution of this Agreement.

- B. Lansing Township shall capture Ingham County tax revenues to be used exclusively by Lansing Township to make principal and interest payments on bonds previously issued by Lansing Township for the public infrastructure projects in the development area as depicted on Exhibit A, which projects are being financed by bonds of Lansing Township, limited to the following specifically described bonds:

(1) 2012 Downtown Development Refunding Bonds issued to refinance 2007 bonds for Lake Lansing Road, Sam's Way, roundabouts and sidewalks.

(2) Series 2013A Tax Increment Bonds and Series 2013B Tax Increment Bonds issued for streetscapes, sidewalks, lighting, surface parking, roads and landscaping.

In any year for which Ingham County's taxes are captured, and in addition to other limitations on amounts which may be captured in that year, the total amount to be captured may not exceed the total due that year for principal and interest on these specific bonds.

If Lansing Township refinances any of these specific bonds, then Ingham County's taxes captured by Lansing Township may be used to pay principal and interest on the refinanced bonds, but only if such use of Ingham County's captured taxes for that purpose is specifically authorized by resolution of the Ingham County Board of Commissioners.

- C. In no event shall the amount of Ingham County's taxes captured by Lansing Township in any tax year exceed 50% of the amount collected by Lansing Township in the same tax year from the Special Assessment roll required by Sec. 4 of this Agreement.

- D. Any tax revenues captured by Lansing Township in excess of those agreed upon in this Agreement shall be refunded to Ingham County, with interest.
- E. Except as otherwise provided in this Agreement, Lansing Township shall not capture Ingham County tax revenues, including but not limited to taxes captured on behalf of the Lansing Township DDA, or any successor downtown development authority.

3. *Capture of Township Taxes.* This Agreement is contingent upon Lansing Township capturing, for each of the years that it captures Ingham County tax revenues pursuant to this Agreement, 80% of the increase from tax year 2002 of the Township's general millage tax revenues in the development area as depicted on Exhibit A, for direct and financing costs for the infrastructure projects undertaken by Lansing Township in the development area. Lansing Township shall not reduce the rate of any of its ad valorem millages that were in effect as of the 2021 tax year, except as required by the Headlee Amendment, Const 1963, art. 9, secs. 25-34, and MCL 211.34d.

4. *Special Assessment.* As a required condition for the capture of the County's taxes under this Agreement, Lansing Township shall impose a Special Assessment for police and fire protection services pursuant to PA 33 of 1951, as amended. The Lansing Township Assessor shall certify to the Ingham County Treasurer before June 1 of each year that for that tax year the Township has adopted a Special Assessment Roll pursuant to PA 33 of 1951, as amended, and certifying the total amount of the Roll. For the 2022 tax year, the certification shall be provided within 30 days after the execution of this Agreement by both parties. Delinquent amounts billed by the Township for special assessments under PA 33 of 1951, as amended, shall be regarded for this purpose as collected in the same tax year.

5. *Progress Reports.* Beginning January 15, 2023, Lansing Township shall annually issue a report to Ingham County, which report shall describe the capture and expenditure of Ingham County tax revenues. Lansing Township shall provide Ingham County with such an annual progress report by no later than January 15 of each year, until one (1) year after Lansing Township ceases the capture of Ingham County tax revenues pursuant to this Agreement.

6. *Tax Capture.* Lansing Township shall capture Ingham County tax revenues so that it only captures tax revenues resulting from Ingham County's "levy of general ad valorem property taxes or specific taxes levied in lieu of general ad valorem property taxes," as provided in Section 5a of the Urban Cooperation Act (MCL 125.505a). Lansing Township shall not capture Ingham County tax revenues under the terms of the Lansing Township Development and Tax Increment Financing Plan, adopted on May 20, 2003 ("the Plan") either now or at any future time. Lansing Township shall not amend or revise the Plan to provide for the capture of Ingham County tax revenues, nor shall Lansing Township adopt a new plan that in any way provides for the capture of Ingham County tax revenues. The terms of this Agreement shall supersede the provisions in the Plan, or any amendments or successors thereto, with respect to the capture and/or expenditure of Ingham County tax revenues. The Plan shall be null and void as to Ingham County.

7. *Administration.* Lansing Township may, consistent with this Agreement, capture certain Ingham County tax revenues, expend those tax revenues, obtain financing, and undertake and pay for the infrastructure projects in the development area, either itself or through the agency of the Lansing Township DDA or other entity under the oversight of Lansing Township.

8. *Public Hearings.* Pursuant to Section 5a of the Urban Cooperation Act (MCL 124.505a), the Lansing Township Board of Trustees conducted a public hearing regarding the sharing of tax revenues pursuant to this Agreement on \_\_\_\_\_, 2022. Also, pursuant to Section 5a of the Urban Cooperation Act (MCL 124.505a), the Ingham County Board of Commissioners conducted a public hearing regarding the sharing of tax revenues pursuant to this Agreement on \_\_\_\_\_, 2022. Notice of said public hearings was given by the respective parties pursuant to the Open Meetings Act (Public Act 267 of 1976; MCL 15.261, *et seq.*).

9. *Binding Effect.* This Agreement shall bind the parties hereto, their legislative bodies, officials, employees, agents, and any of their successors and assigns. The parties' approval of and entry into this Agreement is subject to the right of referendum as provided in Section 5a(4) of the Urban Cooperation Act, MCL 124.505a(4).

10. *Filing.* A certified copy of this Agreement, along with certified copies of the enabling Resolutions, shall be promptly filed by representatives of the parties with the Ingham County Clerk and the Michigan Secretary of State, Office of the Great Seal, after the Agreement has been fully executed.

11. *Notices.* All notices, requests and approvals under this Agreement shall be sufficiently delivered if sent by certified mail to the following addresses of the parties, or such other address as may be designated from time to time in writing to the other party.

Ingham County:	Ingham County Attn: County Controller P.O. Box 179 Mason, Michigan 48854
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Lansing Township:	Charter Township of Lansing Attn: Township Supervisor 3209 West Michigan Avenue Lansing, Michigan 48917
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12. *Default.*

A. In the event any party defaults in the performance or observance of any term, covenant, condition, or provision of this Agreement, and such default is of a kind which is curable or remediable, a non-defaulting party shall give the defaulting party notice of default. In the event such default continues for a period of thirty (30) days after service of a notice of default, or, if the curing or remedying of such default requires the taking of action

which cannot with due diligence be completed in a 30-day period, continues beyond such period following the end of the period of 30 days after the service of a notice of default as is reasonably necessary, taking into account unavoidable delays to complete such actions as are required to cure or remedy the default in question, the non-defaulting party may proceed to take such action or invoke such remedy as may be allowed by law or in equity.

- B. In the event of a breach or a threatened breach by any party of any of the terms, covenants, conditions or provisions of this Agreement, the other party shall have the right to apply for an injunction to restrain the same and the right to invoke any remedy allowed by law or in equity, including without limitation the right to money damages, as if specific remedies, indemnity or reimbursement were not provided for in this Agreement.
- C. The rights and remedies given to the non-defaulting party in this Agreement are distinct, separate and cumulative remedies, and no one of them, whether or not exercised by the non-defaulting party, shall be deemed to be in exclusion of any of the others herein or by law or equity provided.

13. *Resolution of Disputes.* In the event that Ingham County or Lansing Township shall have concerns regarding the administration of this Agreement, or the expenditure of captured Ingham County tax revenues, representatives of Ingham County and Lansing Township shall attempt to address them informally and in a timely manner. In the event that these attempts are unsuccessful, the Chair of the Ingham County Board of Commissioners shall notify the Lansing Township Supervisor in writing, or the Lansing Township Supervisor shall notify the Chair of the Ingham County Board of Commissioners in writing, of the concerns. Upon receipt of such communication, the Chair of the Ingham County Board of Commissioners shall contact the Lansing Township Supervisor, or the Lansing Township Supervisor shall contact the Chair of the Ingham County Board of Commissioners to schedule a meeting to address the concerns. If the parties fail to resolve the dispute following the meeting, or if no resolution is achieved within thirty (30) days following receipt of the above-referenced communication, the parties shall select an individual who is mutually agreeable to the parties, to mediate the dispute. If either party is dissatisfied with the resolution of the dispute by the mediator, or if the dispute is not resolved within sixty (60) days after the parties agree to a mediator, the parties may agree to submit this matter to binding arbitration with the American Arbitration Association (“AAA”), pursuant to the AAA’s commercial rules, for resolution of the dispute. The parties retain the ability to seek legal and equitable remedies as otherwise set forth in this Agreement.

14. *Governing Law.* This Agreement shall be construed and interpreted in accordance with the laws of the State of Michigan.

15. *Entire Agreement.* This Agreement constitutes the entire agreement of the parties and may be modified only in a writing signed by the parties. Additionally, this Agreement supersedes any prior agreements, written or oral, and constitutes the sole obligations of the parties to one another with regard to the subject matter hereof.

16. *Counterparts.* This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

17. *Amendments.* This Agreement may be amended by the parties by Resolutions adopted by each party following public hearings.

18. *Severability.* The provisions of this Agreement are severable, and if any part of this Agreement is found to be void or inoperative, the other paragraphs, or portions thereof, shall remain fully valid and enforceable.

19. *Term and Termination.* This Agreement shall take effect on its effective date, defined below, and except as otherwise provided herein, shall terminate one (1) year after Lansing Township ceases the capture of Ingham County tax revenues pursuant to this Agreement. This Agreement may be terminated by either party by written notice to the other party before June 1 of the tax year for which the termination is to take effect.

20. *Effective Date.* This Agreement shall take effect on the date the Agreement is filed with the Ingham County Clerk and the Michigan Secretary of State, Office of the Great Seal.

21. *Acknowledgment.* The parties, by their signatures, acknowledge that they have read and understand this Agreement and have received the advice of counsel before executing same.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year written below by authority of their respective boards.

**INGHAM COUNTY**

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
By: Bryan Crenshaw

Its: Chairperson, County Board of Commissioners

STATE OF MICHIGAN)  
COUNTY OF INGHAM)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before me personally appeared Bryan Crenshaw, Chairperson of the Ingham County Board of Commissioners, to me known to be the individual described in and who executed the foregoing instrument on behalf of Ingham County and acknowledged the same as his own free act and deed.

\_\_\_\_\_, Notary Public

Ingham County, Michigan

Acting in Ingham County, Michigan

My Commission Expires: \_\_\_\_\_



Approved as to Form for Ingham County:  
COHL, STOKER & TOSKEY, P.C.

By: Timothy M. Perrone / /2022

**CHARTER TOWNSHIP OF LANSING**

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Maggie Sanders

Its: \_\_\_\_\_  
Supervisor

STATE OF MICHIGAN)  
COUNTY OF INGHAM)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before me personally appeared Maggie Sanders, Supervisor, to me known to be the individual described in and who executed the foregoing instrument on behalf of the Charter Township of Lansing and acknowledged the same as her own free act and deed.

\_\_\_\_\_, Notary Public

Ingham County, Michigan

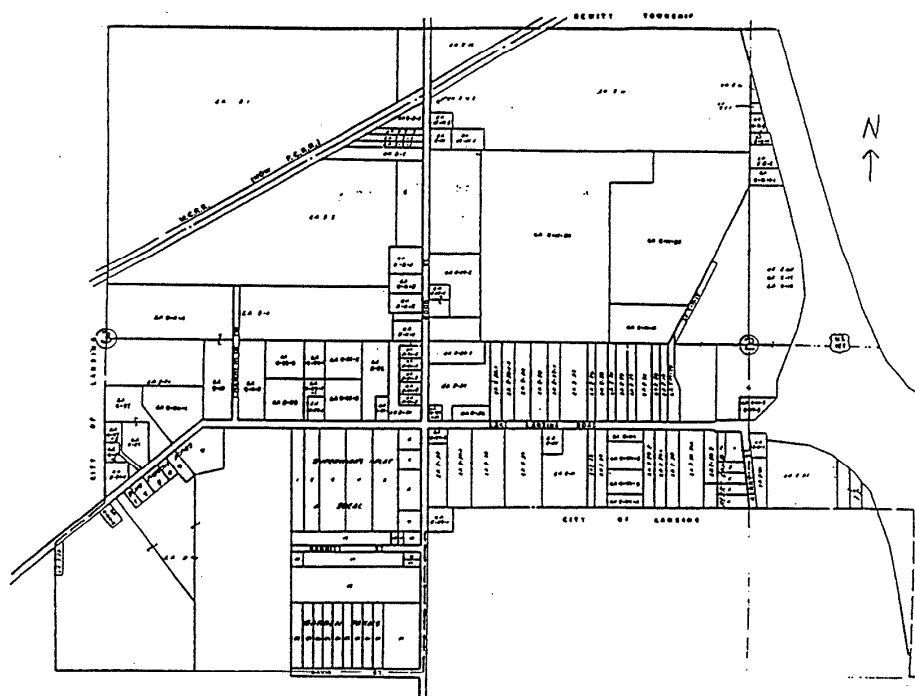
Acting in Ingham County, Michigan

My Commission Expires: \_\_\_\_\_

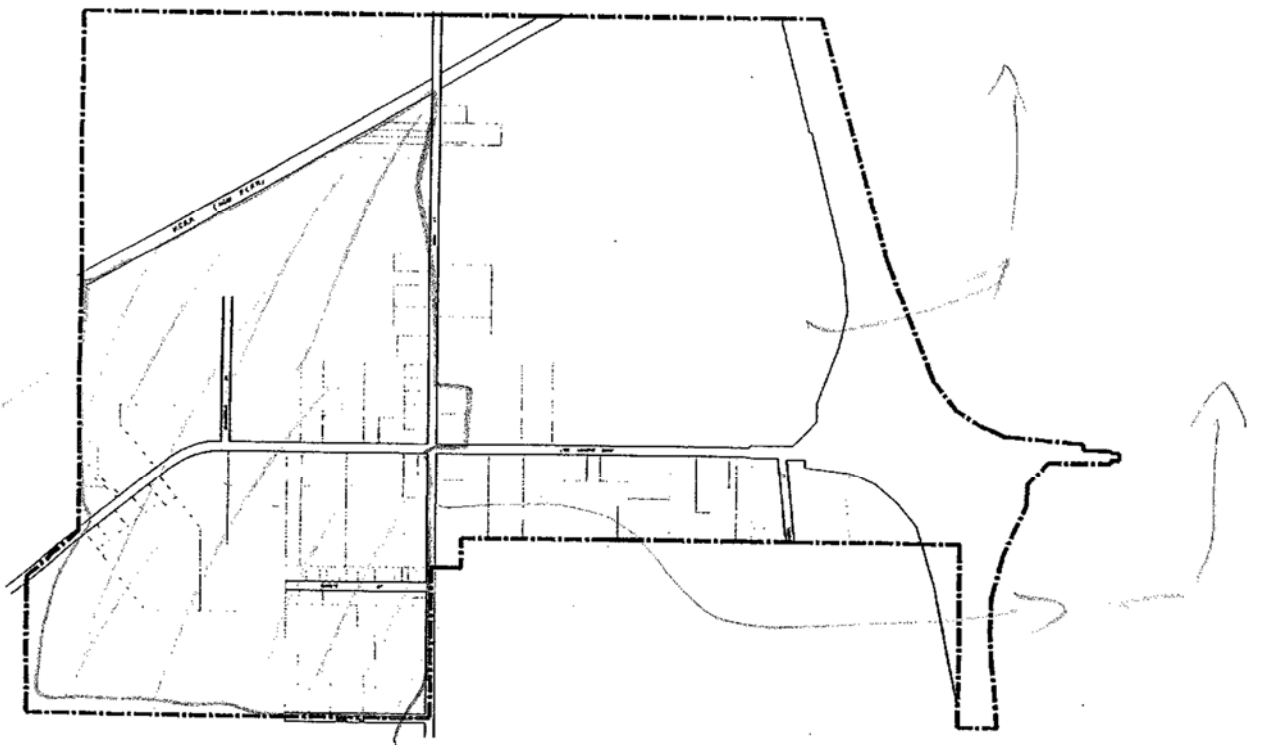
## **EXHIBIT A**

A part of sections 2 and 3 of township 4 north, range 2 west, Ingham County, Michigan more particularly described as:

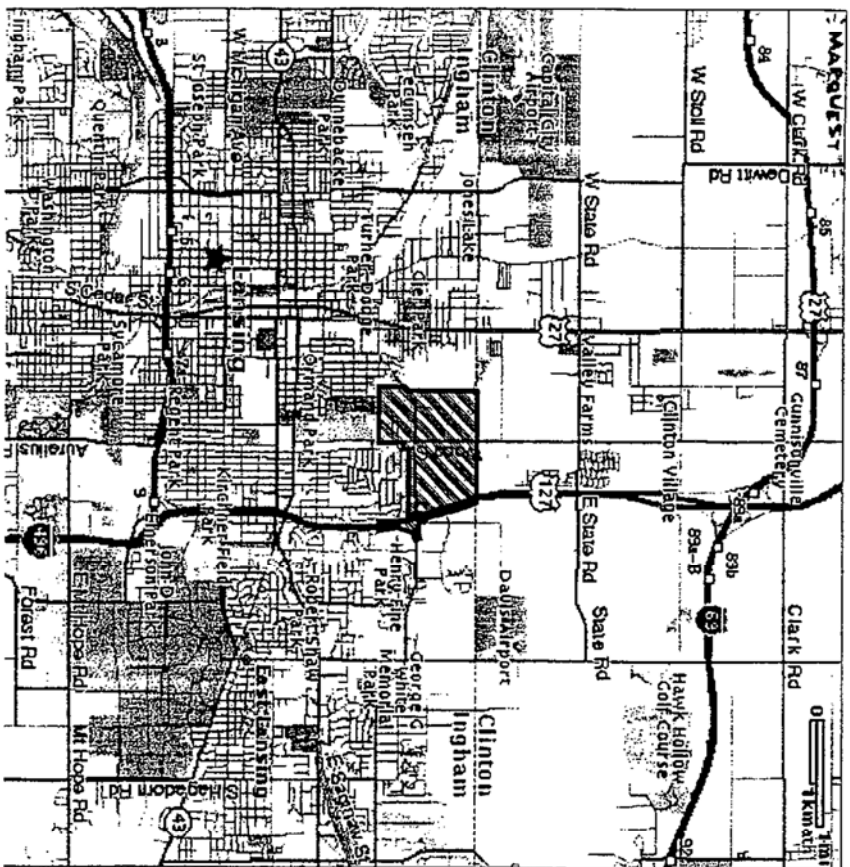
Beginning at the north 1/4 corner section, township 4 north, range 2 west, thence east along the north section line to the northeast corner of section 3, thence east along the north line of section 2, township 4 north, range 2 west to the west right-of-way line U.S. 127, thence southerly and westerly along the west right-of-way line U.S. 127 and the centerline of Lake Lansing Road to the north-south 1/4 line section 2, thence south along 1/4 line to the south line Lake Lansing Road, thence north 89 degrees 39 minutes west 139.16 feet, thence south 0 degrees 29 minutes 12 seconds west, 46.21 feet to southerly r/w line U.S. 127 ramp. South 83 degrees 10 minutes 21 seconds east, 364.89 feet, thence south 67 degrees 20 minutes 6 seconds east, 174.90 feet, thence south 51 degrees 19 minutes 43 seconds east, 238.02 feet, thence south 35 degrees 10 minutes 43 seconds east, 175 feet, thence south 19 degrees 25 minutes 43 seconds east, 162.56 feet, thence north 89 degrees 59 minutes 3 seconds west to the northeast corner of lot 43 Somerset Subdivision, thence continuing north 89 degrees 59 minutes 3 seconds west along north line of said plat to the northwest corner of lot 32 of said plat, thence west along north line of Somerset Number 2 Subdivision, and Bancroft Hills Number 1, and Number 3 to the northwest corner of lot 146 Bancroft Hills Number 3, thence south to the northeast corner of lot 144 Bancroft Hills Number 3, thence west along north line of lots 144 and 143 Bancroft Hills Number 3 to the west line section 2, thence south along west line section 2, also being the centerline of Wood Street to the southwest corner of section 2, thence west along the south line of section 3, also being the centerline of David Street, and its projection west to the south 1/4 corner of section 3, thence south 89 degrees 29 minutes west along south section line 353 feet to the southeast corner Weiland Park Subdivision, thence north 0 degrees 18 minutes east along east lines of Weiland Park Subdivision, and Kobel Heights Subdivision 1009.18 feet to centerline of East High Street also Lake Lansing Road, thence north 49 degrees 01 minutes 30 seconds east along centerline Lake Lansing Road 460.85 feet to the north-south 1/4 line of section 3, thence north along north-south 1/4 line section 3 to the point of beginning.



# Downtown District



Location Map



## Agenda Item 2

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk, Scott Hendrickson

DATE: November 4, 2022

SUBJECT: Resolution to Authorize a Three Year contract with US Archives, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office

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### **BACKGROUND**

In her role as custodian of the Vital Records of Ingham County, Clerk Byrum is charged with ensuring the safety of all Birth Records, Death Certificates, Marriage Licenses, Military Discharge orders, and other records.

Because the Clerk has reached the limits of available space in the vaults made available and because the County cannot provide the required climate-controlled, water-damage free environment for these records to be stored, an off-site vendor is needed. US Archives, Inc. (formerly File Safe, Inc.) currently holds the records and, aside from a slight price increase with the new contract, has been consistent in their contracted services.

### **FINANCIAL IMPACT**

This service comes with a \$7,404 annual cost assuming no additional records are sent to be filed or retrieved. Additional services may be requested from a menu of services at set prices. The Clerk's office occasionally needs access to the records in storage, and so an additional \$2,596 is budgeted to cover the cost of these incidental expenditures.

### **OTHER CONSIDERATIONS**

Flooding in County records storage facilities this past spring underscores the need for this contracted service as the County does not have adequate facilities to keep these records safe, as statutorily required.

### **RECOMMENDATIONS**

I respectfully recommend approval of the attached resolution.

## Agenda Item 2

TO: Barb Byrum, Ingham County Clerk

FROM: James Hudgins, Director of Purchasing

DATE: October 25, 2022

RE: Memorandum of Performance for RFP No. 205-22 Records Storage Services  
for the Ingham County Clerk's Office

Per your request, the Purchasing Department sought proposals from firms qualified and experienced in records storage management for the purpose of entering into a contract for off-site, climate- and security-controlled storing and storage management of historical vital records for the Ingham County Clerk's Office.

Storage shall comply with all State of Michigan requirements as necessary, including HIPAA/HITECH (Health Insurance Portability and Accountability Act and Health Information Technology for Economic and Clinical Health Act) requirements for patient/medical records.

The scope of work includes, but is not limited to, transferring of records from existing storage facility to another County facility, providing regular annual pick-up/delivery services, access to records in one business week without additional fees, providing 24 hour record withdrawal plus delivery services in emergencies. Record storage area shall maintain an environmental temperature not exceeding 74° F with a relative humidity not exceeding 50% in addition to 4-hour fire resistant rating with a non-combustible and leak proof roof, equipped with a dry fire suppression system as well as pest controlled.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	13	1
Vendors responding	1	0

A summary of the vendors' costs is located on the next page.

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*



## SUMMARY OF VENDORS' COSTS

Vendor Name	US Archives Inc.
Local Pref	No, Saginaw, MI
Addendum (1)	Yes
Time Stamp	10/25/2022
Total Cost Year 1	\$3,600.00
Total Cost Year 2	\$3,750.00
Total Cost Year 3	\$3,900.00
Combined Total Cost - Years 1-3	\$11,250.00
Record Storage Cost	-
Temporary Record Withdrawal Cost	-
Emergency Withdrawal Cost	-
Permanent Record Withdrawal Cost	-
Record Transfer Cost	-
Other Fees: Pick up or Delivery	\$500.00 Per Round Trip
Other Fees: New 15" x 12" x 10" Double Wall Storage Box	\$6.00 Per Box
Other Fees: New Inventory: Key Contents into Inventory & Barcoding	\$5.00 Each
Other Fees: Retrieval of File or Box	\$3.00 Each
Other Fees: Refile of File or Box	\$3.00 Each
Other Fees: Emergency Retrieval Service (within 30 minutes, 8a - 2p)	\$25.00 Each
Other Fees: Emergency Retrieval Service (within 90 minutes, 2p - 7a)	\$75.00 Each
Other Fees: Scan on Demand	\$0.50 Per Page

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT WITH US ARCHIVES, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF CERTAIN VITAL RECORDS OF THE INGHAM COUNTY CLERK'S OFFICE**

WHEREAS, pursuant to Resolution #16-220, the Ingham County Clerk's Office and Ingham County entered into a contract not to exceed \$5,400 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office; and

WHEREAS, pursuant to Resolution #19-135, the Ingham County Clerk's Office and Ingham County extended that contract for a further three years in an amount not to exceed \$7,450 per year; and

WHEREAS, pursuant to Resolution #22-158, the Ingham County Clerk's Office and Ingham County extended that contract for a further one year not to exceed \$10,000 per year; and

WHEREAS, the contract is scheduled to expire after May 31, 2023; and

WHEREAS, the Ingham County Clerk has expressed an interest in continuing to contract for these services; and

WHEREAS, funding for a contract is currently budgeted for in the 2023 County Clerk's Office Budget (line item 101-21500-818000 Contractual Services) and the remainder of the contract extension term would be handled through the normal annual budget process; and

WHEREAS, US Archives, Inc (formerly known as File Safe, Inc) was the only respondent to RFP #205-22 seeking bids for these services.

THEREFORE BE IT RESOLVED, that the Ingham County Clerk and Ingham County are hereby authorized to enter into a contract not to exceed \$10,000.00 per year with US Archives, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office with a new expiration date of May 31, 2026.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's Contractual Services line item (101-21500-818000).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Board and the Clerk are hereby authorized to sign any necessary documents on behalf of the County after approval as to form by the County Attorney.

### Agenda Item 3

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** November 1, 2022  
**SUBJECT:** Resolution to Authorize a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Correctional Assessment and Treatment Services at the Ingham County Jail

For the meeting agendas of November 10 and 16

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#### **BACKGROUND**

On August 7, 2018, Ingham County voters approved the Justice Millage. In addition to providing funding for a new Justice Complex, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons.”

Beginning in January 2019, the Board of Commissioners has allocated funding to Community Mental Health (CMH) for Correctional Assessment and Treatment Services (CATS). This resolution would approve a contract to continue current services into the 2023 calendar year.

The contract will include funding for three full-time mental health therapists, one full-time nurse case manager, one full-time mental health secretary, a full-time program manager, and a peer recovery coach.

#### **ALTERNATIVES**

There are many beneficial services and programs that could qualify under the millage language to treat substance addictions, mental illness, and reduce recidivism. CMH has been allocated Justice Millage funding for CATS programming at the Jail since 2019.

#### **FINANCIAL IMPACT**

Continuation of the current services provided by this contract will total \$775,400 in 2023, to be paid from proceeds of the Justice Millage.

#### **OTHER CONSIDERATIONS**

A total of \$1.9 million is budgeted in Justice Millage programming funds, including, in addition to this contract, funding for Community Based Programs, Ingham County Sheriff’s Office/Jail Programming, two Corrections Deputies to assist in facilitating inmate programming and a portion of the Inmate Programming Coordinator, the Ingham County Health Department Pathways to Care Program, a Pretrial Services Clerk, and a Pretrial Services Investigator.

#### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH COMMUNITY MENTAL HEALTH  
AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES FOR CORRECTIONAL  
ASSESSMENT AND TREATMENT SERVICES AT THE INGHAM COUNTY JAIL**

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, in addition to providing funding for a new Justice Complex, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, the 2023 Budget includes \$775,400 to contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Correctional Assessment and Treatment Services at the Ingham County Jail; and

WHEREAS, these services will include three full-time mental health therapists, one full-time nurse case manager, one full-time mental health secretary, a full-time program manager, and a peer recovery coach.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$775,400 with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Correctional Assessment and Treatment Services at the Ingham County Jail for the period of January 1, 2023 through December 31, 2023.

BE IT FURTHER RESOLVED, that funds for this contract will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2023 budget consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Law & Courts and Finance Committees

**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney

**DATE:** October 31, 2022

**SUBJECT:** Resolution to Enter into a Memorandum of Understanding between the Tri-County Metro Narcotic Squad and the Ingham County Prosecutor's Office under the 2023 Byrne Jag Grant Program  
*For the meeting agendas of November 10<sup>th</sup> and November 16<sup>th</sup>, 2022*

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### **BACKGROUND**

Under the Urban Cooperation Act, MCL 124.501 et seq., the Michigan Department of State Police (MSP), the City of Lansing, County of Ingham, County of Eaton, and the County of Clinton are all participate in the Tri-County Metro Narcotics Squad (TCM). This task force combines law enforcement personnel and resources to investigate violations of the controlled substance laws of Michigan. TCM has been awarded funds under the 2023 FY Byrne Jag Grant Program "Building Investigative Capacity to Combat Dangerous Drugs and Violent Crime in Our Communities." The primary goal of this grant is to focus on heroin, fentanyl, and prescription opiates. The aim is to reduce overdoses, deaths, and criminal activity related to the sale of heroin and opiates. TCM has offered \$27,930 in grant funds to the Ingham County Prosecutor's Office (ICPO) to participate in this grant program in exchange for assistance in the prosecution of these cases in Ingham County.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

The proposed agreement would have no financial impact. Currently, ICPO works with TCM and the other participating entities without financial remuneration. Under the proposed agreement, ICPO would receive a total disbursement of \$27,930 during the current grant cycle. Please note that this is the third year ICPO has received this grant.

### **OTHER CONSIDERATIONS**

ICPO intends to use this funding to continue to purchase technological upgrades for our discovery unit. Additionally, ICPO will use this funding to offset the increased costs for Prosecuting Attorney's Association of Michigan (PAAM) summer interns. These 2<sup>nd</sup> and 3<sup>rd</sup> year law students, selected by PAAM, are put through the same basic training course offered to newly appointed APAs across the state. Once they have completed the course, these interns provide valuable courtroom assistance to our office. This year the cost of a PAAM intern increased to \$9,600 per intern.

### **RECOMMENDATION**

Based on the information provided, I respectfully request approval of the attached resolution.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE  
TRI-COUNTY METRO NARCOTICS SQUAD UNDER THE 2023 BYRNE JAG GRANT**

WHEREAS, the Tri-County Metro Narcotics Squad (TCM) has been approved under the 2023 Byrne JAG Grant Program “*Building Investigative Capacity to Combat Dangerous Drugs and Violent Crime in Our Communities*” to disburse \$27,930 in funds to the Ingham County Prosecutor’s Office (ICPO) for the fiscal year of October 1, 2022 through September 30, 2023; and

WHEREAS, the primary goal of the grant program is to focus on heroin, fentanyl, and prescriptions opiates to reduce overdoses, deaths, and other criminal activities related to the sale and distribution of heroin and opioids in Ingham County and the surrounding area; and

WHEREAS, ICPO currently assists TCM with the investigation and prosecution of controlled substance cases without financial remuneration and ICPO has agreed to assign a dedicated assistant prosecuting attorney to the investigation, warrant review, and prosecution of cases under the grant program; and

WHEREAS, the grant funding would assist ICPO in obtaining technological equipment to efficiently meet its constitutional and statutory obligations to provide timely discovery in criminal matters and to offset the increased costs for Prosecuting Attorney’s Association of Michigan (PAAM) interns for 2023; and

WHEREAS, the funds will be disbursed to ICPO prior to September 30, 2023.

THEREFORE, BE IT RESOLVED that the Ingham County Board of Commissioners authorize acceptance of the proposed agreement for the Tri-County Metro Narcotics Squad to disburse \$27,930 to the Ingham County Prosecutor’s Office under the 2023 Byrne JAG Grant Program “*Building Investigative Capacity to Combat Dangerous Drugs and Violent Crime in Our Communities*.”

BE IT FURTHER RESOLVED that the Controller/Administrator is authorized to make any necessary adjustments to the 2023 budget consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

**TO:** Board of Commissioners Law & Courts and Finance Committees

**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney

**DATE:** October 31, 2022

**SUBJECT:** Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, and the Jackson County Prosecutor's Office, and AWARE Inc.  
*For the work session agendas of November 10th and November 16<sup>th</sup>, 2022*

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**BACKGROUND**

Our office receives grant funding from Michigan Department of the Attorney General to assist with the investigation, prosecution, and notification of victims in cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). ICPO utilizes one Special Assistant Attorney General and one designated Ingham County Sheriff's Office (ICSO) detective to investigate unsolved Ingham county cases. In 2020, additional funds were provided to expand the duties of our Ingham SAKI prosecutor to include unresolved cases originating from Jackson county. The SAKI prosecutor is authorized, by the Attorney General's Office, to prosecute cases in both counties. The Jackson County Prosecutor's Office (JCPO) provides office space and resources for the additional assistance. Further, the grant includes funds for a Jackson county sexual assault advocate to provide victims with notification and services.

**ALTERNATIVES**

None at this time.

**FINANCIAL IMPACT**

There is no financial impact since the Department of the Attorney General will provide re-imbursement funding for all expenses charged under a Memorandum of Understanding (MOU). The agreement requires Ingham county to process all billing from JCPO and AWARE Inc. The MOU also includes funding for an Ingham community-based sexual assault advocate and a crime analyst.

The total amount of funding is \$401,103.39. The MOU is for services provided on or after October 1, 2022 through September 30, 2023.

**OTHER CONSIDERATIONS**

Regionalized prosecution, investigation, and victim advocacy enhances the quality of these complex investigations. Currently, our SAKI team has multiple investigations on going in each county.

**RECOMMENDATION**

Based on the information provided, I respectfully request approval of the attached resolution.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF THE ATTORNEY GENERAL, THE INGHAM COUNTY PROSECUTOR'S OFFICE, THE JACKSON COUNTY PROSECUTOR'S OFFICE, AND AWARE INC.**

WHEREAS, the Department of the Attorney General provides funds for local prosecutors to assist with the investigation, prosecution, and victim notification of cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Attorney General would designate a Special Assistant Attorney General to review these investigations and determine the viability of prosecution of these untested sexual assault kits for both Ingham and Jackson Counties; and

WHEREAS, the Special Assistant Attorney General will be working out of the Ingham County Prosecutor's Office (ICPO) yet also have access and work space in the Jackson County Prosecutor's Office (JCPO); and

WHEREAS, the Special Assistant Attorney General will be paid for duties performed in both Ingham and Jackson counties, including but not limited to salary, equipment, training, mileage, and any other funds approved by the Department of the Attorney General with all expenses, excluding salary, to be processed by Ingham County but paid for by the Department of the Attorney General; the total personnel costs, including advocates, a crime analyst, and all other miscellaneous costs for both counties is not to exceed \$401,103.39; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a subcontract with an Ingham county-based advocacy organization, not to exceed \$33,758.40, for notification and advocacy services for sexual assault victims; and

WHEREAS, the Jackson County Prosecutor's Office will be entering into a subcontract with AWARE Inc., not to exceed \$33,758.40, for notification and advocacy services for sexual assault victims in Jackson county and AWARE Inc. will submit billing to be processed by Ingham County but paid by the Department of the Attorney General.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into a memorandum of understanding, effective October 1, 2022 through September 30, 2023, with the Department of the Attorney General, the Jackson County Prosecutor's Office, and AWARE Inc., consistent with this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.



**TO:** Board of Commissioners - Law & Courts and Finance Committees

**FROM:** Morgan E. Cole, Probate Court Administrator/Register

**DATE:** *October 27, 2022*

**SUBJECT:** **Extension of the 2022 Coronavirus Emergency Supplemental Funding (CESF) Grant for Probate Court**

*For the work sessions of November 10, 2022 and November 16, 2022*

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**BACKGROUND**

On November 17, 2021, the Ingham County Probate Court applied for funding through the 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) offered by the Michigan State Police (MSP). The CESF Grant provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic. On December 17, 2021, the MSP notified the Ingham County Probate Court was awarded a grant allocation of \$104,022 for the 2022 Fiscal Year. Pursuant to Resolution #22-039, the Ingham County Board of Commissioners approved Probate Court's acceptance of the CESF Grant. The funds from this grant will be used to: secure additional Personal Protective Equipment (PPE); secure kiosks for self-service and/or contactless response; assist with OnBase workflow and electronic case file processing through ImageSoft; and pay for temporary staffing and/or overtime costs to assist with any backlog resulting from the coronavirus pandemic

In the past week, Probate Court received notice from MSP that the Probate Court is eligible for an extension of the current CESF grant through September 30, 2023. This extension provides no additional funding. However, this extension allows for additional time for grant permitted expenditures to be reimbursed.

**ALTERNATIVES**

None at this time.

**FINANCIAL IMPACT**

This extension provides no additional funds. The extension simply allows for the continued expenditure of the 2022 CESF grant amount of \$104,022 past the original closure date of December 31, 2022. This is a reimbursement grant – so there is no financial impact to the county.

**OTHER CONSIDERATIONS**

None at this time.

**RECOMMENDATION**

Based upon the information provided, I respectfully request approval of the attached resolution authorizing Probate Court's extension of the 2022 Coronavirus Emergency Supplemental Funding (CESF) Grant to September 30, 2023.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND THE 2022 CORONAVIRUS EMERGENCY SUPPLEMENTAL  
FUNDING GRANT FOR PROBATE COURT**

WHEREAS, on November 17, 2021, the Ingham County Probate Court applied for grant funding through the 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) offered by the Michigan State Police (MSP) which provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic; and

WHEREAS, on December 17, 2021, the MSP notified the Ingham County Probate Court that it was awarded a grant allocation of \$104,022 for the 2022 Fiscal Year; and

WHEREAS, on January 25, 2022, pursuant to Resolution #22-039, the Ingham County Board of Commissioners (BOC) authorized Probate Court's acceptance of the CESF grant allocation for \$104,022 to be expended by December 31, 2022; and

WHEREAS, this October 2022, MSP offered an extension of the CESF grant contract, which provided no additional funding but allowed for the continued expenditure of \$104,022 until September 30, 2023; and

WHEREAS, this funding is for expenses directly related to coronavirus issues affecting Michigan Courts; and

WHEREAS, funds from this grant will be used to: secure additional Personal Protective Equipment (PPE); secure kiosks for self-service and/or contactless response; and assist with OnBase workflow/electronic case file processing and software through ImageSoft; hire temporary staffing and/or overtime costs to assist with any backlog resulting from the coronavirus pandemic; and

WHEREAS, this extension extends the CESF grant from January 1, 2022 to September 30, 2023, and provides for reimbursement of expenses during such period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Probate Court to enter into a grant extension with Michigan State Police for the total amount of \$104,022 for the period of January 1, 2022 to September 30, 2023.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the County after approval as to form by the County Attorney.

**TO:** Law & Courts and Finance Committees  
**FROM:** Nicholas J. Hefty, CCAB Manager  
**DATE:** November 1, 2022  
**SUBJECT:** Resolution to Authorize Contracts with Northwest Initiative and Prevention and Training Services for 2023 Community Based Programming  
For the meeting agendas of November 10 and November 16

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**BACKGROUND**

The 2023 Budget (Resolution #22-484) adopted by the Board of Commissioners on October 25, 2022 approved Justice Millage funds in an amount up to \$475,600 for Community Corrections program contracts, including Day Reporting and MRT.

**ALTERNATIVES**

Without these funds, Day Reporting and Moral Reconciliation Therapy (MRT) will only be available with State Community Corrections grant funding which imposes strict eligibility limitations; and, on a client pay basis which limits or precludes access for indigent users. Without these funds, Day Reporting and MRT will only be available on a self-pay basis, precluding access for indigent users.

**FINANCIAL IMPACT**

All program expenditures will be covered by Justice Millage funding approved for this purpose. Day Reporting (\$52,000) will provide services on a fee for service basis for an estimated 40-50 participants; MRT group sessions (\$18,600) will be provided for an estimated 30 participants.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County, specifically section A 2. (e) of the Action Plan – Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.

**OTHER CONSIDERATIONS**

Day Reporting and MRT provide evidence-based curricula designed to decrease offender recidivism. Community-based programming frees up jail beds and allows appropriate participants to work, go to school, and take care of personal, family, and community obligations. Justice Millage funding for Community Corrections also included a \$400,000 allocation for Indigent Electronic Monitoring (EM) users, however, a contract with Judicial Services Group for EM is already in place and active through 2024.

**RECOMMENDATION**

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support 2023 millage funded Day Reporting and MRT treatment services.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS WITH  
NORTHWEST INITIATIVE AND PREVENTION AND TRAINING SERVICES FOR  
2023 COMMUNITY-BASED PROGRAMMING**

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, the Justice Millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, the 2023 Budget adopted by Resolution #22-484 on October 25, 2022 includes Justice Millage funded contracts to provide community-based programs, including Day Reporting and Moral Reconation Therapy (MRT); and

WHEREAS, Justice Millage funded community-based program contracts for a performance period of January 1, 2023 through December 31, 2023 will include Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000 and Prevention and Training Services for MRT groups in an amount not to exceed \$18,600.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering a contract with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000 and a contract with Prevention and Training Services for MRT groups in an amount not to exceed \$18,600 for the performance period of January 1, 2023 through December 31, 2023.

BE IT FURTHER RESOLVED, that funds for these contracts will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2023 budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.

TO: Ingham County Board of Commissioners

FROM: George M. Strander  
Court Administrator, 30<sup>th</sup> Circuit Court

DATE: November 4, 2022

RE: Extension of Period of Michigan State Police Coronavirus Emergency Supplemental Funding Grant

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### **BACKGROUND**

In December of 2021 the 30<sup>th</sup> Circuit Court was informed by the Michigan State Police (MSP) that it had been awarded \$142,896 in Coronavirus Emergency Supplemental Funding (CESF), to be used during the 2022 calendar year. Much of the grant award is earmarked for support of the Court's Visiting Judge project aimed at reducing a backlog of criminal jury trials.

Recently MSP informed the Court that it would allow CESF grant recipients to apply for an extension of the grant period to September 30, 2023, to ensure awarded funds were used for intended purposes. The Circuit Court would benefit to having an extension of the grant period to ensure awarded grant funds are fully used.

To extend the grant period a contract extension would need to be executed by MSP and the County.

### **ALTERNATIVES**

Should a contract extension not be entered into it is likely that some expenses that otherwise would be paid by the grant would need to be paid by other means.

### **FINANCIAL IMPACT**

There is no financial impact for the County to extending the grant. All funds for items in the grant budget are paid for through MSP CESF.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

It is recommended that the County enter into a contract extension for the Circuit Court's MSP CESF grant.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN STATE POLICE  
TO EXTEND THE PERIOD OF THE CIRCUIT COURT'S CORONAVIRUS  
EMERGENCY SUPPLEMENTAL FUNDING GRANT**

WHEREAS, in December of 2021 the 30<sup>th</sup> Circuit Court was informed by the Michigan State Police (MSP) that it had been awarded \$142,896 in Coronavirus Emergency Supplemental Funding (CESF), to be used during the 2022 calendar year; and

WHEREAS, much of the grant award is earmarked for support of the Court's Visiting Judge project aimed at reducing a backlog of criminal jury trials; and

WHEREAS, recently MSP informed the Court that it would allow CESF grant recipients to apply for an extension of the grant period to September 30, 2023, to ensure awarded funds were used for intended purposes; and

WHEREAS, the Circuit Court would benefit to having an extension of the grant period to ensure awarded grant funds are fully used; and

WHEREAS, to extend the grant period a contract extension would need to be executed by MSP and the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MSP to extend the Circuit Court's CESF grant period to September 30, 2023.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

## Agenda Item 8

**TO:** Law & Courts and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** November 1, 2022  
**SUBJECT:** Resolution Authorizing an Additional 2023 Agreement for Juvenile Justice Community Agencies

For the meeting agendas of November 10 and 16

### **BACKGROUND**

Resolution #22-470 allocated 2023 funding for Juvenile Justice Community Agencies as follows:

- Child & Family Charities – Juvenile Screening & Assessment Program \$49,048
- Child and Family Charities – Teen Court \$33,462
- Resolution Services Center of Central Michigan – Restorative Justice \$67,000
- Small Talk – Health Boundaries/Mental Health Therapy \$50,000

A request for Juvenile Justice Millage Community Agency funding was also received from the Eastside Community Action Center (ECAC). The County Attorney's office determined that this initial request did not meet eligibility requirements for funding from the Juvenile Justice Millage.

ECAC has submitted a revised request that is eligible for funding. The request is for \$45,000 for a "C.O.P.E. for Youth" Program. This is a new program to be offered by ECAC whose goal is to actively engage delinquent or disturbed Ingham County youth in the pursuit of self-improvement, interpersonal development, mental health treatment, and the acquisition of critical life skills. See attached application for details.

### **FINANCIAL IMPACT**

For 2023, \$185,000 was allocated for Juvenile Justice Community Agencies, and \$179,510 has been awarded through Resolution #22-470, leaving an available balance of \$5,490.

### **OTHER CONSIDERATIONS**

This is a first time funding request from ECAC for a new program. The Board may want to consider awarding an amount less than the total request in order to evaluate the program's effectiveness.

The Board could increase the \$185,000 allocated in 2023 for Juvenile Justice Community Agencies.

### **RECOMMENDATION**

Funding for agencies consistent with the provisions of the millage is at the discretion of the Board of Commissioners.

## II. APPLICANT INFORMATION

1. Organization: Eastside Community Action Center
2. Contact Person: Dr. Stan Parker Title: Executive Director
3. Organization's Address: 1001 Dakin Street  
Lansing MI 48912
4. Phone Number: 517-853-0414 Fax Number: 517-853-0415
5. WEB: ecacclansing.org
6. Proposal Title: "C.O.P.E for Youth"
7. Grant Amount Requested: \$ 45,000
8. Federal Tax Identification Number: 65-1276049
9. Preference of receiving Ingham County communications regarding community agency grants:  
Please Check One -  
☐ U.S. Postal Services  
☐ Email  
☒ Email Address: ecacclansing@gmail.com
10. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Dr. Stan Parker Name: \_\_\_\_\_  
Title: Executive Director Title: \_\_\_\_\_
11. Nonprofit Organization: Please Check One -  
☐ 501(c)(2) ☒ 501(c)(3) ☐ 501(c)(4) ☐ 502(c)(3)  
☐ Other (specify) \_\_\_\_\_
12. Business organization (profit): \_\_\_\_\_
13. Unit of government including schools (specify): \_\_\_\_\_
14. Not incorporated (specify legal and/or professional status of the requesting individual):  
\_\_\_\_\_  
\_\_\_\_\_
15. How long has the applicant's organization been in business? 15 years
16. What is the number of full-time equivalent positions currently employed? 3
17. How many volunteers are currently involved? 25
18. How many Ingham County residents participated in the program last year? 0
19. What was the average cost per Ingham County resident? \_\_\_\_\_  
(Use the total program budget to determine the cost)



### **III. REQUIRED PROPOSAL INFORMATION**

1. Proposed Summary: Please provide a brief summary of what is proposed to be accomplished.

Our "C.O.P.E for Youth" initiative is intended to address the enormous gap left by the lack of support that delinquent youth in Ingham County under the age of 18 require. In order to create a successful pathway from delinquency to independence, our program's goal is to actively engage Ingham County youth who have been referred by the Lansing Police Department, Lansing School District, and the Ingham County Court System in the pursuit of self-improvement, interpersonal development, mental health treatment, and the acquisition of critical life skills. This aim will be accomplished by providing a personalized, self-paced program in an adaptable setting that is sensitive to the requirements and aptitude of each adolescent.

1. How does your agency's proposal address the County's objective of providing appropriate treatment of delinquent and disturbed youth as outlined in the Ingham County Board of Commissioners' Resolution to Adopt the 2023 Juvenile Justice Community Agency Process Calendar and how does it fit into the Ingham County Continuum of Care Model – *Resolution #06-002 - Resolution of Support for the Youth Violence Prevention Coalition's "Continuum of Care" Community Wide Model for Preventing and Treating Delinquency*. (See the attached Resolutions #22-373 and #06-002)

Rehabilitative Methods are a big focus of "C.O.P.E for Youth," with each client receiving individualized attention. Depending on the needs of the individual, treatment differs greatly. Our social workers are fully prepared to help young people in whichever way—or combination of ways—best suits their particular situation. These can include functional family therapy, group therapy, psychodynamic therapy, dialectical behavior therapy, or cognitive behavioral therapy, all of which take into account the unique collection of beliefs, cultures, needs, and barriers that each family has.

Because of this, our program may be used in a variety of ways, all of which tie in with the continuum of care, including as a community-based intervention tool, a court-sanctioned service, and an after-care/re-entry program that provides transitional support and responsive case management.

3. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?

ECAC has a history of successful working relationships with the Ingham County Court System, City of Lansing Police Department, and the Lansing Public School District. Following discussions with the superintendent of the Lansing School District, community officers from the Lansing Police Department, and several judges from Ingham County, they are willing to work closely with ECAC to refer disturbed and delinquent youth to our "C.O.P.E for Youth" program for treatment.

- b. What other programs similar to your program are operating in the County?

The Village operates a Youth Academy, stating that "participants will build relationships with their peers, gain relevant life skills, and unlock their full potential as young people through carefully crafted lesson plans." Budget basics, opening a youth checking account, firearms safety, conflict resolution, communication skills, basic computer skills, the importance of community outreach, how to deal with an encounter with law enforcement, and the importance of mindfulness practice will be covered. Their program, however, only runs for two weeks every year. Our program is ongoing and takes place every day.

4. a. Is this your first request for funds from Ingham County?  
If not, please describe previous requests.

We have previously applied for the Local Operator – Lansing/Ingham Peacemaker Fellowship Packet #123-21 grant and were unsuccessful.

- b. How do you anticipate this proposal will be funded in future years?

Our Board of Directors is currently working with a management consultant from the Nonprofit Network to develop and implement a strategic fundraising plan that will include an expanded annual giving program. Building a larger individual donor base will complement ECAC's successful grant-seeking program and help to secure our financial future, allowing us to continue to support this and other projects.

5. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.

We have not sought funding for this proposal from any other entity as it is a newly devised plan set to launch in December 2022.

- b. Does the proposal anticipate utilizing funds from other sources?

We do anticipate utilizing funds via further grant proposals. At this time, we are yet to source potential sources for said funding.

- c. To what extent is the other funding assured?

Until the above mentioned funding is acquired we intend to draw revenue from our successful Housing Opportunity Program, as well as funds from private donations and fundraising events. Funding from these sources is 100% guaranteed. We hope this can constitute 50% of the total program costs.

#### **IV. DETAILED SCOPE OF WORK**

The Scope of Work should contain:

1. A statement regarding the general nature of the services and population with which your agency concerns itself.

The Eastside Community Action Center is a 501(c)3 non-profit service organization dedicated to improving the well-being and self-sufficiency of our Lansing neighbors in need by providing basic necessities such as food, clothing, and hygiene items, as well as running numerous programs and services for the betterment of our community. We are dedicated to treating everyone with dignity and respect. The majority of our clients have incomes below the federal poverty threshold and identify as BIPOC. The following is a breakdown of our demographics:

##### Gender

Female: 78%

Male: 21%

Other 1%

### Race/Ethnicity

Black: 55.6%

White: 24.4%

Hispanic: 8.7%

Mixed: 7.5%

Asian: 2.0%

Other: 1.8%

### Age

22-39yrs: 30.4%

0-17yrs: 29.4%

40-64yrs: 20.1%

18-21yrs: 14.8%

65yrs: 5.3%

2. A statement explaining how the proposal will address the objectives and specified areas of priority relating to the treatment of delinquent and disturbed youth.

C.O.P.E for Youth serves as an alternative to detaining juveniles who are disturbed or delinquent. We provide a brand-new, intense curriculum that is tailored to the care of such young people. Since the primary causes of recidivism are family and social factors—such as interpersonal conflicts and ineffective use of free time—as well as educational issues, substance abuse, and mental health issues—all of which are addressed in our program—our program can also be used to reduce recidivism after a juvenile has been released from a facility.

3. A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.

In essence, C.O.P.E for Youth comprises the following key areas:

- Mental Health counseling & rehabilitative counseling (as outlined in section III-2)
- Practical Case Management including assistance in obtaining an array of social and human services dependent on need, such as:
  - Basic necessities (food, hygiene & Clothing assistance)
  - Transitional and/or long-term housing options
  - Employment services (including job readiness, job search & job skills training)
  - Educational and vocational services (including GED attainment)
  - Obtaining identification & benefits
  - Transportation assistance (Bus passes, gas cards)
  - Telephone assistance
  - Medical Care & medications
  - Substance abuse and mental health referrals & treatment
  - Services for family reunification
- Individual skill assessment & development of a unique learning plan for acquiring needed skills, and reassessment once goals are met in the following functional areas:

1	Daily Living	Meal planning, cleaning and food storage, home maintenance, and computer & internet basics.
2	Self-Care	Healthy physical & emotional development such as personal hygiene, mental health, access to healthcare, and safe sex.
3	Relationships & Communication	Developing and sustaining healthy relationships, cultural competency, and permanent connections with caring adults.
4	Housing, Financial Literacy & Transportation	Banking and credit, practical housing solutions, budgeting, and access to reliable transportation.
5	Work & Study	Basics of employment, legal issues, study skills, and time management.
6	Career & Education Planning	Planning for career and professional development.
7	Civic Engagement	Engagement in the community and our monthly Teen Talk group, social & political issues.
8	Looking Forward	Self-confidence and internal feelings about their current and future life. Practical next steps.
9	Permanency	Connection to trusted adults, community of support, and overall interdependent connections.

4. A statement describing the eligibility criteria for these services. How does your proposal increase the capacity of the County's juvenile justice system in the treatment of delinquent and disturbed youth with the intent to reduce the involvement of youth in the formal adjudication process? (One criteria must be that residents of Ingham County are eligible.)

Youth in Ingham County under the age of 18 who have been involved with the courts or identified as youth at-risk due to behavior are eligible to participate in C.O.P.E for Youth. Our program increases the treatment capacity of delinquent and disturbed youth in our county by offering multiple facets in which our program can be utilized – as a community-based intervention tool, a court-sanctioned service, and an after-care/re-entry program that provides transitional support and responsive case management.

5. A statement describing the time for the performance of these services.

C.O.P.E for Youth is an on-going, every day program which involve a number of staff. Our team is comprised of a:

- Program Coordinator who is responsible for service coordination and individualized learning plans.
- Social Worker/Counselor providing direct therapeutic mental health and/or substance misuse treatment, assessments, education, case management, advocacy and referrals.
- Trained volunteers to assist in teaching independent living skills.
- Youth Mentors, who will establish a trusting and dependable relationship that can assist youth in developing life skills such as self-confidence, self-esteem, academic excellence, and moral values.
- 

So, further to operating within the Eastside Community Action Center's opening hours, we may see mentors visiting with youth at any time.

## V. PROJECT BUDGET

The Proposed Line Item Budget should be structured to address three major areas: Personnel Services, Professional and Contractual Services, Operating Expenses. Examples of these groups are as follows:

\*\*\* Double Click on the table to fill in appropriate amounts for your agency. Click outside of the table when finished entering information.

	COUNTY REQUESTED AMOUNT (\$)	OTHER SOURCES (\$)
<b><u>Personnel Services</u></b>		
a. Salaries & Wages	\$25,000.00	\$15,000.00
b. FICA	\$4,000.00	\$2,000.00
c. Unemployment	\$0.00	\$0.00
d. Fringe Benefits (may be further	\$0.00	\$0.00
e. Overtime	\$0.00	\$0.00
f. Temporary	\$0.00	\$0.00
g. Work Study Wages	\$0.00	\$0.00
<b><u>Professional and Contractual</u></b>		
a. Medical Services (for recipient population)	\$0.00	\$0.00
b. Accounting Services	\$1,000.00	\$500.00
c. Membership/Subscriptions	\$0.00	\$0.00
d. Federal or State grant match	\$0.00	\$0.00
e. Office Equipment Leases	\$0.00	\$0.00
f. Maintenance Agreements	\$1,000.00	\$500.00
<b><u>Operating Expenses</u></b>		
a. Telephone	\$1,500.00	\$1,500.00
b. Rent	\$5,000.00	\$5,000.00
c. Utilities	\$2,500.00	\$2,000.00
d. Postage	\$500.00	\$0.00
e. Office Supplies	\$1,000.00	\$500.00
f. Travel	\$1,000.00	\$0.00
g. Insurance	\$0.00	\$2,000.00
h. Learning Materials	\$1,000.00	\$2,000.00
i. Rewards & Incentives	\$1,000.00	\$2,000.00
i. Food Costs	\$500.00	\$1,000.00
<b>TOTAL</b>	<b>\$45,000.00</b>	<b>\$34,000.00</b>

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN ADDITIONAL 2023 AGREEMENT  
FOR JUVENILE JUSTICE COMMUNITY AGENCIES**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006, 2012, 2016, and 2022 for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #22-397, reserving a pool of \$185,000 in Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2023 Juvenile Justice Community Agency process; and

WHEREAS, Resolution #22-470 allocated a total of \$179,510 for continuation funding of Juvenile Justice Community Agencies funded in previous years; and

WHEREAS, a request for Juvenile Justice Millage Community Agency funding was also received by the Eastside Community Action Center (ECAC), but this initial request did not meet eligibility requirements for funding from the Juvenile Justice Millage; and

WHEREAS, ECAC has submitted a revised request for a "C.O.P.E. for Youth" Program that is eligible for funding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft a contract for the period of January 1, 2023 through December 31, 2023, for the Eastside Community Action Center's "C.O.P.E. for Youth" Program in the amount of \$\_\_\_\_\_ for the services to Ingham County residents previously approved by the Law & Courts Committee.

BE IT FURTHER RESOLVED, that additional funding of \$\_\_\_\_\_ will come from the Juvenile Justice Millage fund balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2023 budget consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

**TO:** Human Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** October 31, 2022

**SUBJECT:** Resolution Authorizing 2023 Agreements for Community Agencies

For the meeting agendas of November 14 and November 16

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**BACKGROUND**

Attached is the resolution approving community agency funding for FY 2023. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #22-262.

**ALTERNATIVES**

If these agencies did not receive funding from the County they would be forced to identify alternative sources of funding for these programs. This may prove difficult in times of greater need during the pandemic.

**FINANCIAL IMPACT**

For 2023, thirty six (36) applications were received, requesting a total of \$446,111; and \$300,000 is included in the 2023 budget for community agency funding. Each funded agency included in the recommendation is funded either at their request, or at a 25% increase over what they received last year, with the exception of the new applications. Total recommended funding is \$304,750. If the resolution is approved as recommended, the additional \$4,750 could be utilized from the 2023 contingency fund.

An email containing the applications of each agency has been previously sent to you. Please review those prior to the meeting, as they will provide helpful information for your discussions.

**STRATEGIC PLANNING IMPACT**

This resolution addresses the County’s overarching long-term objective of “Meeting Basic Needs”, such as food, clothing, and shelter.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

## **Agenda Item 9**

Introduced by the Human Services and Finance Committees of the:

### **INGHAM COUNTY BOARD OF COMMISSIONERS**

#### **RESOLUTION TO AUTHORIZE 2023 AGREEMENTS FOR COMMUNITY AGENCIES**

WHEREAS, the 2023 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2023 budget includes \$300,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #22-262.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2023 through December 31, 2023, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$4,750 from the 2023 contingency fund to the community agency fund.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.



Organization	Program	2022 Amt. Received	2023 Grant Request	Controller Recommendation	Human Services Committee Recommendation	Finance Committee Recommendation
Advent House Ministries	Provides food, shelter, and advocacy services to the homeless and impoverished	\$15,000.00	\$25,000.00	\$18,750.00		
Allen Neighborhood Center	Delivers bread, fruit, and vegetables each week to families in need	\$1,500.00	\$2,500.00	\$2,500.00		
Big Brothers Big Sisters	Provides one-to-one mentoring relationships for youth facing academic, familial, social, and/or emotional health challenges in their day0-to-day lives	\$7,500.00	\$15,000.00	\$9,375.00		
Boys & Girls Club	Provides lunch to youth ages 6-18 during summer, snacks to youth after school during school year, and dinner to youth in the evening at the facility	\$5,200.00	\$5,200.00	\$5,200.00		
Capital Area Housing Partnership - Ballentine Apartments	Provides housing to low-income and homeless populations	\$8,000.00	\$8,000.00	\$8,000.00		
Capital Area Housing Partnership - Tuesday Toolmen	Provides free home repairs and modifications to homeowners in need	\$3,800.00	\$4,750.00	\$4,750.00		
Capital Area Housing Partnership - Walnut Street & Ferris Manor Support Services	Provides permanent affordable housing for individuals and families with low incomes who meet the Support Service Plan & Tenant Selection Criteria	\$5,000.00	\$5,000.00	\$5,000.00		
Capital Area United Way	Provides college advisement for low-income, first generation, and students color high schoolers	N/A	\$15,000.00	\$7,500.00		
Cardboard Prophets	Provides diapers, formula, and wipes; personal care items (shampoo, razors, shaving cream, tooth paste, toilet paper, tooth brushes, etc); and helps secure housing for those in need	\$10,000.00	\$30,000.00	\$12,500.00		
Child and Family Charities - Gateway	Provides beds for youth for up to 18 months until they have learned the skills necessary to become well-functioning, independent adults	\$15,300.00	\$22,000.00	\$19,125.00		
Cristo Rey Community Center - Community Kitchen	Provides hot, nutritious meals to anyone that is in need	\$4,250.00	\$4,250.00	\$4,250.00		

Cristo Rey Community Center - Food Pantry	Once per month or during emergency situations, provides fresh & non-perishables; daily bread rack for any in need; twice per month provides box of fresh fruit, vegetables, and dairy to households	\$9,000.00	\$9,000.00	\$9,000.00		
Cristo Rey Community Center - Prescription Assistance	Provides bilingual staff to assist in obtaining access to discounted and free prescriptions to those in need	\$6,750.00	\$6,750.00	\$6,750.00		
Edgewood	Provides weekly distribution of organically grown produce from community garden for households in need	\$3,100.00	\$5,500.00	\$3,875.00		
EVE, Inc.	Provides shelter for survivors and their children until fully transitioned to new non-emergency housing	N/A	\$18,581.00	\$9,300.00		
Greater Lansing Food Bank	Provides and distributes gardening education, materials, supplies, and support	\$11,500.00	\$15,000.00	\$14,375.00		
Habitat for Humanity	Works with residents to increase quality of existing home or provides opportunities for residents to purchase newly reconstructed or rehabilitated, energy-efficient, affordable housing	\$12,250.00	\$25,000.00	\$15,312.50		
Haven House	Provides food and emergency homeless shelter to Ingham County families	\$14,250.00	\$15,000.00	\$15,000.00		
Holy Cross New Hope Community Center	Provides homeless persons with shelter and supportive services to meet basic and emergency needs	N/A	\$30,000.00	\$15,000.00		
Lansing Area AIDS Network	Provides case management, housing and utility assistance, medical expenses and co-pays, transportation, nutritional assistance, and mental health assistance to HIV/AIDS individuals in need	\$5,000.00	\$20,000.00	\$6,250.00		
Leslie Outreach	Provides personal needs items such as soap, toothbrushes, shampoo, toilet paper, etc.	\$1,400.00	\$3,000.00	\$1,750.00		
Listening Ear	Provides a crisis intervention, emotional support, and information for all residents 7 days a week	\$2,000.00	\$2,000.00	\$2,000.00		

Mason Community Services	Coordinates access to resources for basic needs, including food, clothing, and stable housing and/or suitable childcare	\$15,000.00	\$30,000.00	\$18,750.00		
MSU Safe Place	Provides free services (counseling, safety planning, advocacy services, and shelter) to those victimized by domestic violence and stalking and their children	\$12,500.00	\$12,500.00	\$12,500.00		
Northwest Initiative	Provides formerly incarcerated individuals with assistance in re-entering the community, career advice/skills/help, housing, child support/school, and family reunification	\$5,000.00	\$13,280.00	\$6,250.00		
Refugee Development Center	Provides direct distribution of food & clothing, basic needs outreach & referral services, open survival english class to refugees	\$12,250.00	\$20,000.00	\$15,312.50		
RSVP	Provides medical driving at no cost to seniors and those with disabilities	\$5,000.00	\$10,000.00	\$6,250.00		
Rural Family Services	Supplies food, shelter, and emergency utilities and rent for working poor, newly laid off, and elderly	N/A	\$18,000.00	\$9,000.00		
Southside Community Coalition		\$6,500.00	N/A			
Southside Community Kitchen	Serves well-balanced meals four days/week to anyone in need	N/A	\$1,000.00	\$1,000.00		
St. Vincent Catholic Charities	Provides refugee emergency housing as well as financial support for rent for refugees waiting paychecks and benefits	\$5,000.00	\$5,000.00	\$5,000.00		
Stockbridge Community Outreach	Provides families with Milk Bucks to purchase milk each month at local stores and gas stations due to lack of grocery stores	\$4,500.00	\$5,800.00	\$5,625.00		
Turning Point of Lansing	Provides Afrocentric group mentoring for youth African American males	N/A	\$25,000.00	\$12,500.00		
WAI-AM - Care Unit	Provides a backpack with hygiene/sanitation kits, notepad, and pen and emergency food kit for addiction and recovery community	\$4,500.00	\$4,500.00	\$4,500.00		
WAI-AM - Recovery Community	Provides individuals in need with substance use disorder or co-occurring disorder with support through recovery programs	\$10,000.00	\$10,000.00	\$10,000.00		

YMCA of Lansing	Provides meals to youth during bi-weekly career cluster meetings and while in the National College Tour	\$2,000.00	\$4,500.00	\$2,500.00		
<b>Total</b>		<b>\$223,050.00</b>	<b>\$446,111.00</b>	<b>\$304,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** November 1, 2022  
**SUBJECT:** Resolution Authorizing the Acceptance of Charitable Donations from the Potter Park Zoological Society to Potter Park Zoo for an Animal Hospital  
For the meeting agendas of November 14 and November 16, 2022

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**BACKGROUND**

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association. AZA standard 2.0.1 states, “The institution should adopt the Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals, and the policies developed or supported by the American Association of Zoo Veterinarians (AAZV). As noted in Potter Park Zoo’s 2017 AZA accreditation inspection report, the zoo must replace the existing animal clinic with an animal health facility that meets the AAZV guidelines.

The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events, and fundraising. Local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society.

The Zoological Society started raising funds in the fall of 2021 to replace the existing 900 square feet animal care clinic with a new animal hospital for its more than 350 animal residents.

Resolution #17-186 was adopted by the Ingham County Board of Commissioners May 9, 2017 to accept restricted and unrestricted monetary and physical donations up to \$25,000 from the Potter Park Zoological Society. Most donations for the hospital exceed \$25,000. The Zoo is requesting authorization to accept all monetary and physical donations from the Zoological Society designated for the purpose of building the new animal health facility.

**ALTERNATIVES**

The alternative is to require Board approval for individual donations from the Zoological Society to the Zoo for the animal health facility.

**FINANCIAL IMPACT**

The current fundraising goal for the animal health facility is \$4.5 million. This amount could increase once architectural and engineering services have been completed and formal cost estimates have been provided. The Zoological Society has raised \$3,802,633 to date and is committed to raising the full amount necessary to build the animal health facility.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

**OTHER CONSIDERATIONS**

There are no other considerations at this time.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing acceptance of monetary and physical donations from the Potter Park Zoological Society to Potter Park Zoo for the purpose of building a new animal health facility.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF CHARITABLE DONATIONS  
FROM THE POTTER PARK ZOOLOGICAL SOCIETY TO POTTER PARK ZOO FOR AN  
ANIMAL HEALTH FACILITY**

WHEREAS, the Potter Park Zoological Society's mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events, and fundraising; and

WHEREAS, the Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, local individuals, businesses, and organizations support the Zoo through donations to the Potter Park Zoological Society; and

WHEREAS, the intent of charitable gifts is that the donations are to be used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience and helping to achieve the Zoo's mission to "Inspire people to conserve animals in their natural world"; and

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association including constructing a new animal health facility; and

WHEREAS, the Potter Park Zoological Society is raising the funds necessary to construct the animal health facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of monetary and physical donations for the purpose of a new animal health facility at Potter Park Zoo from the Potter Park Zoological Society to Potter Park Zoo.

BE IT FURTHER RESOLVED, that accepted monetary and physical donations will become the property of Ingham County and will be used, maintained, and disposed of in accordance with County policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Potter Park Zoo budget to accept donations and to establish an account for any funds received and the disbursement thereof in accordance with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

## Agenda Item 11a

**TO:** Board of Commissioners Finance and Human Services Committee  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** October 25, 2022  
**SUBJECT:** FY 23 State of Michigan Emerging Threats Comprehensive Agreement -  
For the meeting agendas of November 14, 2022 and November 16, 2022

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### **BACKGROUND**

Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The Board of Commissioners (BOC) approved the 2022-2023 Emerging Threats Comprehensive Agreement through Resolution # 22-397.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The financial impact of this agreement will decrease the FY '23 original grant amount from \$2,888,360 to \$1,676,315 a decrease of \$1,212,045. The revised resolution makes the following specific change to the budget:

U4U Tuberculosis Services: increase of \$2,777 from \$0.00 to \$2,722

American Rescue Plan: decrease of \$9,182 from \$37,854 to \$28,672

COVID Immunization: decrease of \$1,205,640 from \$1,380,613 to \$174,973

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long-term objection of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

### **OTHER CONSIDERATIONS**

There are no other considerations

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize this Emerging Threats agreement with MDHHS effective October 1, 2022 through September 30, 2023.



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2022 -2023 EMERGING THREATS  
MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND  
HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES  
UNDER THE COMPREHENSIVE AGREEMENT**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County has entered into a 2022 – 2023 Emerging Threats Agreement authorized in Resolution #22-397; and

WHEREAS, MDHHS has proposed Amendment #1 to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the revised Agreement with the Michigan Department of Health and Human Services for the delivery of emerging threats services under the Comprehensive Agreement Process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2022 – 2023 Emerging Threats Agreement with the MDHHS for the delivery of emerging threats services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall decrease from \$2,888,360 to \$1,676,315, a decrease of \$1,212,045.

BE IT FURTHER RESOLVED, that the decrease in funds consist of the following specific change to program budgets:

U4U Tuberculosis Services: increase of \$2,777 from \$0.00 to \$2,722

American Rescue Plan: decrease of \$9,182 from \$37,854 to \$28,672

COVID Immunization: decrease of \$1,205,640 from \$1,380,613 to \$174,973

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2023 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2022 -2023 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**TO:** Board of Commissioners Finance and Human Services Committee  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** October 25, 2022  
**SUBJECT:** FY 23 State of Michigan Master Agreement Amendment # 1  
For the meeting agendas of November 14, 2022 and November 16, 2022

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**BACKGROUND**

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmit State & Federal Funds to Ingham County to support public health programs. The Board of Commissioners approved the 2022-2023 Master Agreement through Resolution 22-358.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this increased support will increase the FY '23 original grant agreement from \$6,567,369 to \$6,918,310 and increase of \$350,941. The revised resolution makes the following specific changes to the budget:

HIV Prevention – Forest Community Health: increase of \$137,000 from \$0.00 to \$137,000  
SDOH Planning: increase of \$50,000 from \$0 to \$50,000  
Telehealth – Family Planning – increase of \$94,680 from \$0 to \$94,680  
Regional Perinatal Care System: increase of \$20,000 from \$135,000 to \$155,000  
WIC Breastfeeding – increase of \$5,644 from \$191,796 to \$197,440  
WIC Resident Grant – increase of \$43,617 from \$1,614,224 to \$1,657,841

**STRATEGIC PLANNING IMPACT**

This resolution supports the long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with MDHHS effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2022-2023 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and the Ingham County Health Department (ICHD) have entered into a 2022-2023 Master Agreement authorized in Resolution #22-358; and

WHEREAS, MDHHS has proposed Amendment #1 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2022 – 2023 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED that the total amount of the Master Agreement funding shall increase from \$6,567,369 to \$6,918,310 and increase of \$350,941.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

HIV Prevention – Forest Community Health: increase of \$137,000 from \$0.00 to \$137,000  
SDOH Planning: increase of \$50,000 from \$0 to \$50,000  
Telehealth – Family Planning – increase of \$94,680 from \$0 to \$94,680  
Regional Perinatal Care System: increase of \$20,000 from \$135,000 to \$155,000  
WIC Breastfeeding – increase of \$5,644 from \$191,796 to \$197,440  
WIC Resident Grant – increase of \$43,617 from \$1,614,224 to \$1,657,841

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2023 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2022-2023 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 19, 2022  
**SUBJECT:** Authorization to Accept Community Health Needs Assessment and Community Information Exchange Planning Grant Funds  
For the meeting agenda of November 22, 2022

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept the Michigan Department of Health and Human Services (MDHHS) Community Health Needs Assessment (CHNA) and Community Information Exchange (CIE) Planning Grant in an amount not to exceed \$50,000 effective November 1, 2022 through May 31, 2023. MDHHS has granted ICHHD a 2022-2023 planning grant of \$50,000 whereby ICHHD will receive planning funding designed to address social determinants of health within Ingham County. Program services will be focused on designing a CIE system for vital information sharing in partnership with Barry-Eaton District Health Department and MidMichigan District Health Department, and in holding both a tri-county (Ingham, Eaton, and Clinton Counties) community partner summit and an Ingham County community partner summit to share information and improve services regarding social determinants of health and Healthy! Capital Counties (H!CC) driven community projects.

**ALTERNATIVES**

Refusing this grant would result in a loss of funding designed to address the vital social determinants of health-driven services in the Ingham County community and in the Capital County (Ingham, Eaton, and Clinton Counties) region.

**FINANCIAL IMPACT**

ICHHD will receive \$25,000 to be allocated for a CIE planning project, and \$25,000 for a CHNA planning project. No match funding is required or proposed.

**STRATEGIC PLANNING IMPACT**

This resolution supports Goal A. Service to Residents: Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes; Provide opportunities to gather feedback on County services from the public.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept \$50,000 for the MDHHS CHNA and CIE Planning Grant effective November 1, 2022 through May 31, 2023.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2022-2023 COMMUNITY HEALTH NEEDS ASSESSMENT  
AND COMMUNITY INFORMATION EXCHANGE PLANNING GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a Michigan Department of Health and Human Services (MDHHS) Community Health Needs Assessment (CHNA) and Community Information Exchange (CIE) Planning Grant in an amount not to exceed \$50,000 effective November 1, 2022 through May 31, 2023; and

WHEREAS, ICHD will receive funding designed to address vital social determinants of health-driven services in the Ingham County community and in the Capital County (Ingham, Eaton, and Clinton Counties) communities, funded by MDHHS in the amount of \$50,000, effective November 1, 2022 through May 31, 2023; and

WHEREAS, match funding for this grant is not required or proposed; and

WHEREAS, under this grant, ICHD staff will receive \$25,000 to be allocated for a CIE planning project, and \$25,000 for a CHNA planning project; and

WHEREAS, the Health Officer has recommended that the Ingham County Board of Commissioners authorize accepting the MDHHS planning grant award in an amount not to exceed \$50,000 effective November 1, 2022 through May 31, 2023.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes accepting the MDHHS planning grant award in an amount not to exceed \$50,000 effective November 1, 2022 through May 31, 2023.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this agreement.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review and approval by the county attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda Vail, Health Officer  
**DATE:** October 27, 2022  
**SUBJECT:** Resolution to Accept Department of Justice Grant Funds from *Michigan Public Health Institute*  
For the meeting agendas of November 14, 2022 and November 16, 2022

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**BACKGROUND**

On March 23, 2021, the Board of Commissioners approved Resolution #21-179, stating that Ingham County will include in its 2022-2024 public safety planning a commitment, support, and partnership with Advance Peace and local partners in the amount of \$590,000 to establish a program to help build and sustain local community capacity to interrupt gun violence. This program will help save lives and reduce the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them.

The Advance Peace planning team has established a three-year budget totaling \$1,954,240 for local implementation of the Peacemaker Fellowship® (the flagship program of the Advance Peace model), and has secured commitments for funding totaling \$1,597,405, of which \$34,274 was committed via formal notification of grant award from Department of Justice Byrne Grant Michigan Public Health Institute (MPHI) received.

Upon contract execution, Ingham County Health Department (ICHD) will receive monthly payments of \$2,856 from October 2022 through August 2023, with a final payment of \$2,858 upon completion in September 2023 totaling \$34,274 from MPHI to support local implementation of the Lansing/Ingham Peacemaker Fellowship ®.

**ALTERNATIVES**

ICHD could use county general funds, American Rescue Plan (ARP) funds, or other local sources, but would forfeit additional critical funding.

**FINANCIAL IMPACT**

The financial impact of this agreement, in the amount of \$34,274 will support the Advance Peace Initiative.

**STRATEGIC PLANNING IMPACT**

This resolution supports the commitment of the Ingham County Board of Commissioners to continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence (Goal A, Strategy 1, Task x of the 2018-2022 Update to the Strategic Plan and Action Plan.)

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing ICHD to accept a Department of Justice grant from Michigan Public Health Institute for \$34,274 for the period October 1, 2022 through September 30, 2023.



Introduced by the Human Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT DEPARTMENT OF JUSTICE BYRNE GRANT FUNDS FROM MICHIGAN PUBLIC HEALTH INSTITUTE FOR LOCAL IMPLEMENTATION OF THE LANSING/INGHAM PEACEMAKER FELLOWSHIP® AND TO PARTNER WITH ADVANCE PEACE AND MICHIGAN PUBLIC HEALTH INSTITUTE TO HELP BUILD AND SUSTAIN LOCAL COMMUNITY CAPACITY TO INTERRUPT GUN VIOLENCE IN INGHAM COUNTY, MI**

WHEREAS, on March 23, 2021, the Ingham County Board of Commissioners passed Resolution #21-179, stating that Ingham County will include in its 2022-2024 public safety planning a commitment, support, and partnership with Advance Peace and local partners in the amount of \$590,000, which will help save lives and reduce the life altering trauma experienced by people living in the impacted communities and by the service providers who support them (including law enforcement); and

WHEREAS, an Advance Peace planning team has established a three-year budget totaling \$1,954,240 for local implementation of the Peacemaker Fellowship® (the flagship program of the Advance Peace model), and has secured commitments for funding totaling \$1,597,405; and

WHEREAS, \$34,274 of this funding was committed via formal notification of grant award from Michigan Public Health Institute (MPHI), Department of Justice Byrne grant; and

WHEREAS, starting October, 2022, Ingham County Health Department (ICHD) shall invoice MPHI monthly and receive a check for \$2,856 per month through August 2023 with a final payment of \$2,858 upon completion in September 2023 from MPHI; and

WHEREAS, the project award agreement and letter state the project period for the award is October 1, 2022 through September 30, 2023; and

WHEREAS, ICHD will complete all required grant reporting outlined in the contract with MPHI by required deadlines; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the Ingham County Health Department to accept a Department of Justice Byrne grant from MPHI for \$34,274 for the period October 1, 2022 through September 30, 2023.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Health Department to accept a Department of Justice Byrne grant from Michigan Public Health Institute for \$34,274 for the period October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into a Department of Justice grant project agreement with MPHI for the period October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the Advance Peace planning team will continue working to identify and secure funding sources for additional project enhancements.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents consistent with this resolution on behalf of the County after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 24, 2022  
**SUBJECT:** Authorization to Enter into an Agreement with Dr. Muhammad Kang for Podiatry Services

For the Meeting Agendas of November 14, 2022 and November 16, 2022

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHC) wish to enter into an agreement with Dr. Muhammad Kang to provide podiatry services for a two-year term effective December 1, 2022 through November 30, 2024. Dr. Muhammad Kang will provide podiatry services in CHC sites, eight (8) hours on a bi-weekly basis for an amount not to exceed \$63,336.

**ALTERNATIVES**

Not entering into this agreement would result in forfeiting podiatry care in Ingham County's CHCs.

**FINANCIAL IMPACT**

The total cost of securing Dr. Muhammad Kang's services will not exceed \$63,336, which will be covered by using a portion of Health Resources and Services Administration (HRSA) funding authorized by Resolution #21-240 and revenues generated from patient care delivery.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with Dr. Muhammad Kang for podiatry services for a two-year term effective December 1, 2022 through November 30, 2024 for an amount not to exceed \$63,336.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DR. MUHAMMAD KANG  
FOR PODIATRY SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHC) wish to enter into an agreement with Dr. Muhammad Kang to provide podiatry services for a two-year term effective December 1, 2022 through November 30, 2024 for an amount not to exceed \$63,336; and

WHEREAS, Dr. Muhammad Kang will provide podiatry services in CHC sites, eight (8) hours on a bi-weekly basis; and

WHEREAS, the total cost of securing Dr. Muhammad Kang's services will not exceed \$63,336, which will be covered by using a portion of Health Resources and Services Administration (HRSA) funding authorized by Resolution #21-240 and revenues generated from patient care delivery; and

WHEREAS, the Ingham Community Health Center's Board of Directors and the Health Officer recommend that the Board of Commissioners authorize entering an agreement with Dr. Muhammad Kang for podiatry services for a two-year term effective December 1, 2022 through November 30, 2024 for an amount not to exceed \$63,336.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering an agreement with Dr. Muhammad Kang for podiatry services for a two-year term effective December 1, 2022 through November 31, 2024 for an amount not to exceed \$63,336.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** October 11, 2022

**SUBJECT:** Authorization to Convert Positions #601534, #601542 and #601531 to a Primary Care Physician Position at New Hope Community Health Center.  
For the Meeting Agendas of October 31, November 1, and November 2, 2022.

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wishes to convert a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope Community Health Center effective upon approval. These three positions have remained vacant for several fiscal years and, after an operational assessment, can be repurposed. Currently, New Hope CHC's provider staffing model comprises of a Nurse Practitioner. However, homeless and transient patients served by New Hope CHC often present with highly complex medical conditions. Many of these medical conditions are well beyond the scope of a Nurse Practitioner and require the medical attention of a physician. In addition, best practice warrants on-site physician supervision to minimize medical errors associated with providing care beyond one's scope of practice and mitigate liability risks.

**ALTERNATIVES**

Choosing not to convert these positions into a Primary Care Physician could jeopardize ICHD's continuing efforts to ensure that our delivery model is aligned with best practices and the highest standards of care at New Hope CHC. This conversion will also allow patients with more complex care needs to be seen at New Hope as opposed to being referred to another Health Center, and will allow for more efficient patient tracking.

**FINANCIAL IMPACT**

The financial impact converting three positions to a primary care physician position is a slight increase of \$25,595. The cost increase will be offset by revenue generated from reimbursable visits generated by the primary care physician.

	Eliminate .50 FTE Position # 601542 Physician Assistant	Eliminate 1.0 FTE Position #601534 Dental Manager	Eliminate 1.0 FTE Position #601531 Program Assistant	Eliminated Position Savings	Add 1.0 FTE Position # TBD MC Grade F Step 5	Cost Difference
704000 SALARY	\$ 58,986	\$ 71,262	\$ 51,244	\$ 181,492	\$ 230,364	\$ 48,872
714000 UNEMPLYMT	\$ 295	\$ 357	\$ 257	\$ 909	\$ 1,161	\$ 252
715000 FICA/MEDICARE	\$ 4,514	\$ 5,453	\$ 3,922	\$ 13,889	\$ 17,622	\$ 3,733
716100 DENTAL	\$ 936	\$ 936	\$ 936	\$ 2,808	\$ 936	-1,872
716200 VISION	\$ 135	\$ 135	\$ 135	\$ 405	\$ 135	-270
716020 HLTH INSURANCE	\$ 19,003	\$ 19,003	\$ 19,003	\$ 57,009	\$ 19,003	-38,006
718000 MERS 0101H	\$ 21,696	\$ 22,477	\$ 18,849	\$ 63,022	\$ 79,890	\$ 16,868
716035 RTEE CHG B	\$ 3,586	\$ 3,586	\$ 3,586	\$ 10,758	\$ 3,586	-7,172
716450 SEPARATE	\$ 1,180	\$ 1,426	\$ 1,025	\$ 3,631	\$ 4,644	\$ 1,013
716040 RET/HLTH/T	\$ 2,655	\$ 3,207	\$ 2,306	\$ 8,168	\$ 10,366	\$ 2,198
717000 LIFE 30K	\$ -	\$ 120	\$ 120	\$ 240	\$ 150	-90
722000 WORKERS' COMP	\$ 53	\$ 65	\$ 21	\$ 139	\$ 207	\$ 68
	\$ 113,039	\$ 128,027	\$ 101,404	\$ 342,470	\$ 368,065	\$ 25,595
Salary	\$ 58,986	\$ 71,262	\$ 51,244	\$ 181,492	\$ 230,364	\$ 48,872
Fringes	\$ <u>54,053</u>	\$ <u>56,765</u>	\$ <u>50,160</u>	\$ <u>160,978</u>	\$ <u>137,701</u>	\$ <u>-23,277</u>
	\$ 113,039	\$ 128,027	\$ 101,404	\$ 342,470	\$ 368,065	\$ 25,595

**Notes:** Calculation based on FY '23 wages and fringe documents PHP Med costs is based on a 2 person rate.

## **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

## **OTHER CONSIDERATIONS**

There are no other considerations.

## **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to convert a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope Community Health Center effective upon approval.

Introduced by the Human Services, County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT POSITIONS #601534, #601542 AND #601531 TO PRIMARY CARE PHYSICIAN POSITION AT NEW HOPE COMMUNITY HEALTH CENTER**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to convert a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope Community Health Center effective upon approval; and

WHEREAS, these three positions have remained vacant for several fiscal years and, after an operational assessment, can be repurposed; and

WHEREAS, currently, New Hope CHC's provider staffing model comprises of a Nurse Practitioner; and

WHEREAS, however, homeless and transient patients served by New Hope often present with highly complex medical conditions; and

WHEREAS, many of these medical conditions are well beyond the scope of a Nurse Practitioner and require the medical attention of a physician; and

WHEREAS, in addition, best practice warrants on-site physician supervision to minimize medical errors associated with providing care beyond one's scope of practice and mitigate liability risks; and

WHEREAS, the financial impact converting three positions to a primary care physician position is a slight increase of \$25,595; and

WHEREAS, the cost increase will be offset by revenue generated from reimbursable visits generated by the primary care physician; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that Ingham County Board of Commissioners authorize converting a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope CHC effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope CHC effective upon approval.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

## Agenda Item 12a

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: November 1, 2022

SUBJECT: Renewal of the ImageSoft and OnBase Annual Support  
For the meeting agendas of November 15<sup>th</sup>, 16<sup>th</sup> and 22<sup>nd</sup>, 2022

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### **BACKGROUND**

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. Our support contract expires on December 31<sup>st</sup>, 2022. In 2016, we did a split of our support model to using Hyland under the General Services Administration (GSA) contract for our licensing support and ImageSoft for our direct support of the application. This resulted in a net savings of \$41,342.92. 2020 included an increase for full-year Circuit Court support and the increased usage by Prosecuting Attorney for the Paperless Warrant system which increased support costs. Last year's invoices were slightly less due to the optimization of some scanning equipment which reduced support costs. This year's invoices increase is for the additional support needs of the Probate and Family Division projects as well as slight increases in licensing due to inflation.

### **ALTERNATIVES**

By working through ImageSoft and Hyland for our support, we have the following results:

2019 support costs paid	\$182,288.30
2020 Actual invoice total	\$207,663.43
2021 Actual invoice total	\$203,650.17
2022 Actual invoice total	\$215,963.69

### **FINANCIAL IMPACT**

The funding for the \$100,411.72 invoice for ImageSoft and the \$115,551.97 invoices from Hyland (total of \$215,963.69) is budgeted and will come from the County's Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

### **STRATEGIC PLANNING IMPACT**

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland and ImageSoft support renewals in the amount not to exceed \$216,500 which includes a small contingency.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE  
IMAGESOFT AND ONBASE ANNUAL SUPPORT**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31<sup>st</sup>, 2022; and

WHEREAS, the annual contract amount is in the approved 2023 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the renewal of the OnBase and ImageSoft annual support by paying invoices in the amount not to exceed \$216,500.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners, County Services, & Finance Committees

FROM: Deb Fett, CIO

DATE: November 1, 2022

SUBJECT: Renewal of the Microsoft Enterprise Agreement through CDWG

For the meeting agendas of November 15<sup>th</sup>, November 16<sup>th</sup> and November 22<sup>nd</sup>, 2022

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### **BACKGROUND**

Ingham County changed over to a Microsoft Enterprise Agreement (EA) in 2014 in order to better manage our licensing costs, ensure that we are legally compliant, and able to use the most current software available (Resolution #14-025). This current agreement which was renewed in 2017 (Resolution #16-522) expires on January 30<sup>th</sup>, 2020.

With the last renewal, Ingham County moved to the Office 365 (O365) offering. By doing so at that time, we realized a significant perpetual discount versus phasing it in or changing mid-contract. The cost savings was approximately 20% over other approaches to the switchover. In order to continue using O365, we will need to renew our agreement every three years. This current renewal will take us to January 30<sup>th</sup> of 2026.

### **ALTERNATIVES**

One option would be to no longer do an Enterprise Agreement for our user applications, only keeping our servers covered. This could save us a small amount initially but would increase our outlay for every additional computer and user added in future years. It would also subject us to an extremely large cost when it is time to upgrade to a newer version in the future as every computer would have a charge. Estimating at today's cost, this could be close to \$1,000,000 to upgrade every computer in Ingham County thus more than negating any savings and requiring a single large payment.

Another option would be to switch to a different platform for our office applications and email. The closest competitor is Google. The drawbacks to this approach are not only the time to transition and learning the new application, but also the hefty increases in costs that Google has done in the recent years. Those seem posed to continue and would essentially negate any savings over the long-term.

### **FINANCIAL IMPACT**

The funding for the not to exceed \$450,000 annual cost is budgeted and will come from the County's Network Software Fund #636-25810-932033. CDWG has been awarded the State of Michigan's Michigan Master Computing Program (MMCP) contract and therefore has quoted this renewal under the State of Michigan MiDeal contract to provide the County with the highest discount possible.

### **STRATEGIC PLANNING IMPACT**

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

**OTHER CONSIDERATIONS**

Ingham County is heavily reliant on Microsoft servers and applications for our daily work. It is critical that we keep these systems up to date and operating effectively.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Microsoft Renewal through CDWG in the amount not to exceed \$450,000 per year for the next 3 years.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE MICROSOFT ENTERPRISE  
AGREEMENT THROUGH CDWG**

WHEREAS, Ingham County currently utilizes Microsoft products for our workstation, server, email, and office productivity applications; and

WHEREAS, the Innovation and Technology Department has audited and researched Ingham County licensing to ensure that the County is legally compliant while having the lowest cost possible; and

WHEREAS, the current licensing agreement will expire on January 30<sup>th</sup>, 2023 unless renewed; and

WHEREAS, the annual contract amount is in the 2023 budget; and

WHEREAS, CDWG has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing the Microsoft Enterprise Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the renewal of the Enterprise Agreement from Microsoft in the amount not to exceed \$450,000 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932033).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 13a

**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** November 1, 2022

**RE:** Resolution to Authorize a Purchase Order to Seelye Group to Replace Carpet in Courtroom 7 and Judge's Suite at the Veterans Memorial Courthouse

For the meeting agendas of: November 15 & 16

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### **BACKGROUND**

The carpet in Courtroom 7 and the Judges Suite is worn, stained, faded, stretched, and past its useful life. There are wrinkles in the carpet in the Judges suite that could pose a tripping hazard. Seelye Group LTD, who is on the MiDeals contract and, therefore, three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$42,706.78 to replace the carpet. We are requesting a \$3,000 contingency for any uncovered conditions, for a total not to exceed amount of \$45,706.78.

### **ALTERNATIVES**

The alternative would be to forego replacing the carpet allowing the carpet to further deteriorate and become a trip hazard for staff and the public.

### **FINANCIAL IMPACT**

Funds are available in the approved 2022 CIP line item #245-26710-976000-22F18 and approved 2020 CIP line item #245-26710-976000-22F06.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-96000-22F18	\$80,000	\$35,541.65	\$35,541.65	\$0
General Fund				
245-26710-976000-20F06	\$78,000	\$39,789	\$10,165.13	\$29,623.87
General Fund				

### **OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group LTD to replace the carpet in Courtroom 7 and Judge's suite at the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD.,  
TO REPLACE CARPET IN COURTROOM 7 AND JUDGE'S SUITE AT THE  
VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the carpet in Courtroom 7 and Judge's suite is worn, faded, stained, has outlived its useful life, and has stretched creating wrinkles that could pose a tripping hazard; and

WHEREAS, the carpet needs to be replaced; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order to Seelye Group LTD, who submitted a proposal of \$42,706.78 to replace the carpet in Courtroom 7 and Judge's suite at the Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$3,000 for uncovered conditions; and

WHEREAS, funds are available in the 2022 approved CIP General Fund line item #245-26710-976000-22F18 which has a balance of \$35,541.65 and 2020 approved CIP General Fund lien item #245-26710-976000-20F06 which has a balance of \$39,789.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group LTD, 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the carpet in Courtroom 7 and Judge's suite for an amount not to exceed \$45,706.78 which includes a \$3,000 contingency.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 13b

**TO:** Board of Commissioners, Human Services, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** November 1, 2022

**RE:** Resolution to Authorize an Agreement with LJ Trumble Builders, LLC., to Renovate the Families Forward Space at the Human Services Building

For the meeting agendas of: November 14, 15 & 16

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### **BACKGROUND**

The Families Forward Program through Community Mental Health (CMH), located at the Human Services Building (HSB), is expanding and needs the current space the program occupies renovated to accommodate. The renovations include but are not limited to: demo and modification to first floor reception, upgrading the first and second floor with wall and floor furnishings, ceiling panels, lighting, modifications to the heating, ventilation, and air conditioning system (HVAC), fire alarm, and fire suppression systems as necessary, remodel four restrooms to comply with Michigan Barrier Free Design Rules and addressing Americans with Disabilities Act (ADA) compliance with the ramp and handrail to door 2.

LJ Trumble Builders, LLC., a local vendor, submitted the lowest responsive and responsible proposal of \$1,097,000. We are requesting a contingency of \$50,000 for any uncovered conditions.

### **ALTERNATIVES**

The alternative would be to leave the space as is, risking higher costs as well as diminishing Families Forward's ability to effectively serve their clients.

### **FINANCIAL IMPACT**

Ingham County and CMH have tentatively agreed to the following terms for funding this renovation project pending Board approval:

Ingham CIP carpet: \$200,000  
Ingham CIP CMH renovations: \$500,000  
Ingham General Fund reserves: \$147,000  
CMH building revolving fund: \$300,000

TOTAL cost: \$1,147,000

CMH will pay back the \$300,000 to Ingham County to replenish the CMH Building revolving fund within one year of the completion of the project. CMH will then enter into a new lease with Ingham County to pay back the \$647,000 covering the Ingham CIP CMH renovations: \$500,000 and the Ingham General Fund reserves: \$147,000. Payback of the new lease is expected to be over a 10-year term with payments likely around \$6,000 per month.

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with LJ Trumble Builders, LLC., to renovate the Families Forward space at the Human Services Building.



TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: August 31, 2022

RE: Memorandum of Performance for RFP No. 86-22: Renovating the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Families Forward Space at the Human Services Building

Per your request, the Ingham County Purchasing Department sought proposals, on behalf of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI), from experienced and qualified general contractors for the purpose of entering into a contract for renovating a portion of the Human Services Building (HSB). Renovating the HSB will allow CMHA-CEI to expand its Families Forward program (which is currently located on the first and second floors of the HSB).

The scope of work includes, but is not limited to, working at two different areas (7,500± SF per floor) of the HSB; demolishing/removing portions of gypsum board walls, vinyl wall coverings, ceiling panels, flooring, casework, accessories, plumbing fixtures, and electrical lights as may be necessary; remodeling four toilet rooms to comply with Michigan Barrier Free Design Rules; providing new steel stud and gypsum board walls, doors, frames, hardware, acoustical ceiling panels, flooring, casework, lighting, power, and HVAC; modifying HVAC, fire alarm, and fire suppression system as may be necessary; and, painting all walls, doors, and frames in the project areas.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	75	14
Vendors attending pre-bid/proposal meeting	14	10
Vendors responding	3	3
Vendors unresponsive	1	1

A summary of the vendors' costs is located on the next page.

*A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.*

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Base Bid #1 (First Floor)	Base Bid # 2 (Second Floor )	Alternate #1	Alternate #2	TOTAL BID	Substitutions (Optional)
		Provide Total Cost for Work Related to the First Floor and Exterior Work	Provide Total Costs for Work Related to the Second Floor	Provide and Install Door Operators for HSB Doors 001, 001A	Provide and Install Door Operators for HSB Doors 100, 100A	Base Bid # 1 & 2 Plus Alternate #1 & 2	
Laux Construction	Yes, Mason MI	\$607,900.00	\$479,500.00	\$18,700.00	\$18,500.00	<b>\$1,124,600.00</b>	
LJ Trumble	Yes, Lansing MI	\$588,800.00	\$468,200.00	\$20,000.00	\$20,000.00	<b>\$1,097,000.00</b>	Deduct: \$21,000 for nimbus tile over existing floor and wall tile.
Moore Trosper Construction	Yes, Holt MI	\$591,000.00	\$472,000.00	\$19,800.00	\$19,600.00	<b>\$1,102,400.00</b>	
Wolverine Building Group	Yes, Lansing MI	Unresponsive - no bid bond					

Introduced by the Human Services, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH LJ TRUMBLE BUILDERS, LLC.,  
AND COMMUNITY MENTAL HEALTH TO RENOVATE THE FAMILIES FORWARD SPACE  
AT THE HUMAN SERVICES BUILDING**

WHEREAS, the Families Forward Program through Community Mental Health (CMH) located at the Human Services Building is expanding and needs the current space the program occupies renovated to accommodate; and

WHEREAS, these renovations will include but are not limited to: demo and modification to first floor reception, upgrading the first and second floor with wall and floor furnishings, ceiling panels, lighting and modifications to the heating, ventilation, and air conditioning system (HVAC), fire alarm, and fire suppression systems as needed; and

WHEREAS, the renovation includes the remodel of four restrooms to comply with Michigan Barrier Free Design Rules; and

WHEREAS, the renovations will address Americans with Disabilities Act (ADA) compliance with the ramp and handrail to door 2; and

WHEREAS, the Facilities Department recommends an agreement with LJ Trumble Builders, LLC., a local vendor, who submitted the lowest responsive and responsible proposal of \$1,097,000 to renovate the Families Forward space at the Human Services Building ; and

WHEREAS, the Facilities Department is requesting a \$50,000 contingency for any uncovered conditions; and

WHEREAS, CMH will repay up to \$647,000 of the costs for this renovation through a new lease agreement; and

WHEREAS, funds for this project are available as follows:

Ingham CIP carpet: \$200,000  
Ingham CIP CMH renovations: \$500,000  
Ingham General Fund reserves: \$147,000  
CMH building revolving fund: \$300,000

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with LJ Trumble Builders, LLC., 6850 Aurelius Road, Lansing, Michigan 48911, to renovate the Families Forward space at the Human Services Building for an amount not to exceed \$1,147,000 which includes a \$50,000 contingency.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners authorizes a ten-year lease agreement with CMH for the Families Forward space at the Human Services Building, effective the date of execution and in a total amount not to exceed \$647,000 over the term of the agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

## **Agenda Item 14a**

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: October 20, 2022

SUBJECT: Proposed Resolution Authorizing Contracts for the purchase of Smooth-lined Polyethylene Pipe and Helically Corrugated Steel Pipe for the Road Department

For the agendas on November 15 and 16

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### **BACKGROUND**

The purpose of this memorandum is to request approval to purchase polyethylene pipe from Advance Drainage Systems and corrugated steel pipe from Contech Engineered Solutions LLC.

Bids for pipe were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (ITB) #208-22 as shown per the Memorandum of Performance. Advance Drainage Systems is willing to hold pricing for the contract term and was also the only vendor to submit bids for plastic pipe. Contech Engineered Solutions LLC was the lowest bid on steel pipe and is also a local vendor.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The Road Department budget includes sufficient funds to cover the cost associated with this contract. The 2023 bid unit prices are within three percent of 2022 unit prices and the estimated total cost is less than \$150,000.

### **OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

### **RECOMMENDATION**

I recommend that the Committees approve the attached resolution to authorize a contract with Advanced Drainage Systems for smooth-lined polyethylene pipe and Contech Engineered Solutions, LLC for helically corrugated steel pipe.

## Agenda Item 14a

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: October 11, 2022

RE: Memorandum of Performance for IFB No. 208-22 Smooth-lined Polyethylene Pipe and Helically Corrugated Steel Pipe

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing smooth-lined polyethylene pipe and helically corrugated steel pipe for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

Plastic pipe material is to conform to Section 909.06 of the Michigan Department of Transportation's 2020 Standard Specifications and Construction for Corrugated Steel Pipe is to conform to Section 909.05 of the Michigan Department of Transportation 2020 Standard Specifications.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	14	1
Vendors responding	4	1

A summary of the vendors' costs is on the following pages:

*You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the IFB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

## VENDOR COSTS

Vendor Name: St. Regis Culvert Inc.	Local Preference:	No, Charlotte MI
Vendor Name: Jensen Bridge & Supply Co.	Local Preference:	No, Sandusky OH
Vendor Name: Contech Engineered Solutions LLC	Local Preference:	Yes, Mason MI
Vendor Name: ADS	Local Preference:	No, Owosso MI (Shiawassee County)

[illegible]

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS FOR THE PURCHASE OF SMOOTH-LINED  
POLYETHYLENE PIPE AND HELICALLY CORRUGATED STEEL PIPE**

WHEREAS, the Road Department annually purchases approximately 4,000 feet of smooth-lined polyethylene pipe and corrugated steel pipe for use as drainage culverts and storm sewer construction; and

WHEREAS, the Purchasing Department recently released bid packet #208-22 and received competitive bid proposals for furnishing smooth-lined polyethylene pipe and helically corrugated steel pipe for a period of one (1) year with an option for a one-year renewal, beginning from date of January 1, 2023; and

WHEREAS, bids for both smooth-lined polyethylene pipe and helically corrugated steel pipe were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to award the contract to the lowest qualified bidder, Advanced Drainage Systems for furnishing smooth-lined polyethylene pipe, and Contech Engineered Solutions, LLC for furnishing corrugated steel pipe; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Contech Engineered Solutions, LLC located at 661 Jerico Dr, Mason, Michigan for furnishing helically corrugated steel pipe and also authorizes entering into a contract with Advanced Drainage Systems located at 770 S Chestnut St, Owosso, Michigan for furnishing smooth-lined polyethylene pipe to the Road Department per bid packet #208-22 for a one-year period, with a one-year renewal option, beginning the date of January 1, 2023.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Advanced Drainage Systems and Contech Engineered Solutions, LLC to purchase pipe as needed and budgeted, on behalf of the Road Department.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents that are consistent with this resolution on behalf of the County after approval as to form by the County Attorney.



## Agenda Item 14b

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: October 20, 2022

SUBJECT: Proposed Resolution Authorizing a Contract for the purchase of Single Tungsten Carbide Insert Grader Blades and Jr. Wing Plow Shoes for the Road Department.

For the agendas on November 15 and 16

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### **BACKGROUND**

The purpose of this memorandum is to request the approval to purchase single tungsten carbide grader blades and 7-foot junior para wing plow shoes from Shults Equipment LLC, which will be supplied and delivered to Road Department district garages. The contract will be effective for one-year beginning on January 1, 2023. The Road Department annually purchases approximately 250 grader blades and approximately 50 wing plow shoes.

Bids were sought per Invitation to Bid (ITB) #209-22 from experienced and qualified vendors for the purpose of furnishing single tungsten carbide insert grader blades and Jr. wing plow shoes to all three Road Department district garages for a period of one year. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and Road Department are in concurrence to award the contract to the Shults Equipment, LLC. While other vendors supplied bids, they were either incomplete, had unreasonably long delivery timeframes or had greater overall contract cost. Of the vendors able to supply both materials, Shults Equipment, LLC had the lowest contract cost and the ability to deliver within three days of ordering, which is critical to maintain winter operations. Additionally, the Road Department purchased items from Shults Equipment, LLC in the past and are satisfied with the quality of the materials and the timeliness of the product delivery.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The 2023 Road Department budget includes sufficient funds for this contract.

### **OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

### **RECOMMENDATION**

I recommend that the committees approve the attached resolution to authorize a contract with Shults Equipment, LLC for the purchase of single tungsten carbide insert grader blades and Jr. Wing plow shoes.

**Agenda Item 14b**

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: September 17, 2021

RE: Memorandum of Performance for IFB No. 209-22 Single Tungsten Carbide Insert Grader Blades and Jr. Wing Plow Shoes

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades and junior wing plow shoes for its plow trucks for the 2022-2023 winter season.

The scope of work includes, but is not limited to, delivering single tungsten carbide insert grader blades and 7-foot junior para wing plow shoes according to specifications outlined in the invitation to bid.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	22	4
Vendors responding	7	0

A summary of the vendors' costs is located on the next page.

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the IFB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Single Tungsten Carbide Insert Grader Blade  Price/Blade	Single Tungsten Carbide Insert Grader Blade (250±)  Total Price	Junior Wing Plow Shoe  Price/Blade	Junior Wing Plow Shoe (50±)  Total Price	Total Purchase Price	Notes on Pricing Form
St. Regis Culvert Inc.	No, Charlotte MI	\$235.00	\$58,875.00	\$0.00	\$0.00	\$58,875. Blades only	Prices firm 30 days for bid date. Lead time 8-10 weeks / ARO
Valk Manufacturing Co.	No, New Kingstown, PA	\$244.84	\$61,210.00	\$0.00	\$0.00	\$61,210. Blades Only	No comments
Wear Parts Co.	No, Aurora CO	\$310.00	\$77,500.00	\$0.00	\$0.00	\$77,500. Blades Only	Pricing valid for 60 days from bid date. Mfg. lead time 6-8 weeks depending on quantity ordered
Shults Equipment LLC	No, Ithica MI	\$259.00	\$64,750.00	\$156.00	\$7,800.00	\$72,550. Blades & Shoes	Price for bakdes is based on maximum order of 250 pieces. These blades are in stock here at Shults Equip. We would deliver within 3 days of order. Prices valid until November 31, 2022.
Heights Truck Equipment	No, Williamsburg MI	\$274.62	\$68,655.00	\$148.00	\$7,400.00	\$76,055. Blades & Shoes	No comments
Winter Equipment Co.	No, Willoughby, OH	\$279.89	\$69,972.50	\$125.48	\$6,274.00	\$76,246.50 Blades & Shoes	Lead Time Shoes - 10-14 days ARO; Lead Time Carbide Blades - 6 weeks ARO ; Pricing valid on blades - 60 days through January 11, 2023; Pricing valid on shoes 1 year; No charge freight - one time purchase.
		Black Cat C1CT745844		Winter Equip Co. MB 70301C			
Truck & Trailer Specialities Inc.	No, Dutton MI	\$268.56	\$67,140.00	\$188.98	\$9,449.00	\$76,589. Blades & Shoes	No comments

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR THE PURCHASE OF SINGLE TUNGSTEN CARBIDE INSERT GRADER BLADES AND JR. WING PLOW SHOES**

WHEREAS, the Road Department annually purchases approximately 250 grader blades and approximately 50 plow shoes for use in winter maintenance operations; and

WHEREAS, the Purchasing Department recently released bid packet #209-22 and received competitive bid proposals for single tungsten carbide insert grader blades and Jr. wing plow shoes; and

WHEREAS, bids for single tungsten carbide insert grader blades and Jr. wing plow shoes were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of the Road Department staff, to award this contract to Shults Equipment, LLC; and

WHEREAS, the 2023 Road Department budget includes sufficient funds for this contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid and authorizes a contract with Shults Equipment, LLC, located at 1532 S. State Rd, Ithaca, MI 48847 for the purchase of single tungsten carbide insert grader blades and Jr. wing plow shoes on a unit price basis of \$259 for grader blades and \$156 for wing plow shoes for a one-year period, beginning on January 1, 2023.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Shults Equipment, LLC to purchase single tungsten carbide insert grader blades and Jr. wing plow shoes as needed and budgeted, on behalf of the Road Department.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**TO:** Board of Commissioners, County Services Committee and Finance Committee

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** November 3, 2022

**SUBJECT:** Proposed Resolution to Enter into a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on Meridian Road at Grand River Avenue (M-43)

For the Meeting Agendas of November 15 and 16

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**BACKGROUND**

The Ingham County Road Department (ICRD) has received federal Highway Safety Improvement Program (HSIP) funding for the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township. The scope of work includes hot mix asphalt intersection widening, concrete curb and gutter, earthwork, tree removal, storm sewer, and pavement markings. The ICRD has coordinated this project with the Michigan Department of Transportation (MDOT) project which will install a traffic signal at this location. Both projects have been designed pursuant to applicable federal, state, and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party contract with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and obligations for the funding.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The HSIP funding pays for 80% of construction costs up to the capped amount of \$376,000. The remaining costs are the responsibility of the Local Agency. Per the MDOT agreement, the estimated construction funding responsibilities are as follows:

Highway Safety Improvement Program (HSIP):	\$ 376,000
Local Participation:	<u>\$ 131,000</u>
Total Project Cost =	\$ 507,000

Additionally, due to the nature of construction and the higher than average bid results over the past couple years, a 20% contingency is being requested for this project, equating to a total project cost of \$610,000. Due to the capped HSIP funding, the local participation for this project will increase to \$234,000. This has been included in the 2023 Road Fund Budget.

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second party agreement with MDOT as described in Contract 22-5492, plus a 20% contingency for additional construction costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT WITH THE  
MICHIGAN DEPARTMENT OF TRANSPORTATION FOR A FEDERALLY FUNDED PROJECT ON  
MERIDIAN ROAD AT GRAND RIVER AVENUE (M-43)**

WHEREAS, the Road Department received federal Highway Safety Improvement Program (HSIP) funding for the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township; and

WHEREAS, the Road Department coordinated this intersection widening project with a Michigan Department of Transportation (MDOT) project which will install a traffic signal at the same intersection; and

WHEREAS, MDOT Contract #22-5492 states that the HSIP funding ratio is 80% of the construction costs up to the capped amount of \$376,000 and the remaining local participation costs are the responsibility of the Road Department; and

WHEREAS, the estimated construction funding responsibilities for the project are as follows:

Highway Safety Improvement Program (HSIP):	\$ 376,000
Local Participation (Road Department):	<u>\$ 131,000</u>
Total Estimated Project Cost:	\$ 507,000; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs to account for unexpected construction costs, totaling \$610,000; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Highway Safety Improvement Program (HSIP):	\$ 376,000
Local Participation (Road Department):	<u>\$ 234,000</u>
Total Estimated Project Cost:	\$ 610,000; and

WHEREAS, the Road Department's local participation costs detailed above have been included in the 2023 Road Fund Budget; and

WHEREAS, the construction of this project will be undertaken pursuant to a first-party agreement between MDOT and the contractor; and

WHEREAS, the County, on behalf of the Road Department, must enter into an associated second-party agreement with MDOT consistent with federal funding requirements and as detailed in MDOT Contract #22-5492.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5492 with the Michigan Department of Transportation to construct the intersection widening project at the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township, for a total estimated cost of \$507,000 consisting of \$376,000 in federal Highway Safety Improvement Program funds and \$131,000 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$610,000 of which the Road Department's funding responsibility shall be \$234,000, which has been included in the 2023 Road Fund Budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** November 3, 2022, 2022  
**SUBJECT:** Resolution to Approve Reclassification Requests

For the meeting agendas of November 15 and November 16

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**BACKGROUND**

The Managerial and Confidential Personnel Group Manual effective January 1, 2022 through December 31, 2024 includes a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in this group. The reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

**STRATEGIC PLAN CONSIDERATIONS**

Compensation reclassification supports the county's goal of attracting and retaining exceptional employees who are committed to the community.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve Reclassification Requests.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS**

WHEREAS, the Managerial and Confidential Personnel Group Manual effective January 1, 2022 through December 31, 2024 includes a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests for employees in this group; and

WHEREAS, the reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
421001	Animal Control Director	Move from MC 12 to MC 14
421002	Animal Control Deputy Director	Move from MC 10 to MC 12
421021	Veterinarian – Animal Control	Move from MC 11 to MC 13
142026	Exec. Asst. to Office Coordinator – FOC	Move from MC 5 to MC 7
144002	Exec. Asst. to Office Coordinator - PD	Move from MC 5 to MC 7

The financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	<u>2022 Current Grade, Step 5</u>	<u>2022 Proposed Grade, Step 5</u>	<u>Difference</u>
Animal Control Director	MC 12: 97,177.46	MC 14: 112,006.15	14,828.69
Animal Control Dep. Dir.	MC 10: 83,808.51	MC 12: 97,177.46	13,368.95
Veterinarian – Animal Contr.	MC 11: 90,511.37	MC 13: 103,959.67	13,448.30
Office Coord. - FOC	MC 5: 55,057.56	MC 7: 64,204.34	9,146.78
Office Coord. - PD	MC 5: 55,057.56	MC 7: 64,204.34	9,146.78
TOTAL:			59,939.50

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of submission to the Human Resources Department.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION  
FOR 2023 AND 2024**

WHEREAS, the Board of Commissioners is authorized to establish the compensation for the Board of Commissioners; and

WHEREAS, the Board of Commissioners cannot make changes in compensation which affect the Board during the current term, but can make changes to be effective for the next term; and

WHEREAS, the Board of Commissioners wishes to establish the Commissioners' Compensation for the period of January 1, 2023 through December 31, 2024

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners shall be as follows:

	<b>Current Compensation</b>	<b>January 1, 2023</b>	<b>January 1, 2024</b>
Board Chair	\$17,774	\$18,129	\$18,492
Vice Chair, Vice Chair Pro Tem and all Standing Committee Chairs	\$12,958	\$13,217	\$13,482
Other Commissioners	\$11,880	\$12,118	\$12,360

BE IT FURTHER RESOLVED, that each Commissioner shall continue to be paid a \$75.00 per diem for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of eighty (80) per year, provided, however, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day; and provided further that Commissioners shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.

BE IT FURTHER RESOLVED, that the Director of the Board of Commissioner's Office shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting,

and that said voucher shall be approved and signed by the individual Commissioners prior to its submission for payment.

BE IT FURTHER RESOLVED, that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED, that the retirement benefit for Commissioners who began serving prior to January 1, 2013 shall be MERS plan C-2 with B-1 base, 55F with 15 years; V6, FAC5, with Commissioners paying 4.76% of salary; which includes a 1.2% increase in Commissioner contributions, provided, however, that each Commissioner at the beginning of his/her term has the option of choosing to participate in the retirement plan.

BE IT FURTHER RESOLVED, that effective January 1, 2013 Commissioners shall be covered under a MERS Hybrid Plan.

BE IT FURTHER RESOLVED, that Commissioners shall receive reimbursement for travel outside Ingham County only for actual miles traveled on county business, at the rate established by the Internal Revenue Service, provided, however, that said mileage reimbursement is not more than that set for State Officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances that rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intra-county travel, except when in the process of traveling in the County as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED, that the reimbursement for expenses associated with conferences and conventions shall continue to be provided for Commissioners in the attached Travel Policy and Procedures for Ingham County Commissioners.

## **TRAVEL POLICY AND PROCEDURES FOR INGHAM COUNTY COMMISSIONERS**

1. Each Commissioner may be reimbursed up to \$1,500 annually for costs of transportation, meals, and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.
2. The cost of registration not exceeding \$1,000 per Commissioner for in-state and out-of state conferences or conventions may be paid from the Board of Commissioners budget and will not be counted as part of the Commissioners annual \$1,500 travel reimbursement allowance.
3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional \$1,500 annually within the County's fiscal year to cover increased expenses of attending necessary functions associated with the office.
4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.
5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.
6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.
7. A Commissioner shall not be reimbursed more than \$3,000 for travel expenses within the County's fiscal year, excluding registration fees.

**CITY OF LANSING  
NOTICE OF PUBLIC HEARING**

The Lansing City Council will hold a public hearing on Monday, November 14, 2022, at 7:00 p.m. in the Tony Benavides City of Lansing Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Ave. Lansing, MI 48933, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #83 – Moneyball Brownfield Redevelopment Project pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for properties commonly referred to as 923 and 927 West Saginaw Street located in the City of Lansing, but more particularly described as:

923 W SAGINAW ST (Tax Parcel No. 33-01-01-17-226-262):  
LOT 5 WHITES SUB W OF BUTLER REC L 1 P 15

927 W SAGINAW ST (Tax Parcel No. 33-01-01-17-226-271):  
LOT 7 WHITES SUB W OF BUTLER REC L 1 P 15

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Kris Klein, Vice President, Lansing Economic Development Corporation, 230 N. Washington Sq, Suite. 212, Lansing, MI 48933, (517) 599-1136.

For more information, please call 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email [city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov).

**Chris Swope, Lansing City Clerk**  
[www.lansingmi.gov/Clerk](http://www.lansingmi.gov/Clerk)  
[www.facebook.com/LansingClerkSwope](https://www.facebook.com/LansingClerkSwope)

# CITY OF LANSING NOTICE OF PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held on Monday, November 14 at 7:00 p.m. in the Tony Benavides Lansing City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI, on the proposed South Martin Luther King Jr. Boulevard Corridor Improvement Authority Development and Finance Plan in accordance with the provisions of Part 6, Corridor Improvement Authorities, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended (the Act) and as defined by Public Act 57 of 2018 as:

In 2019 the City of Lansing used the adopted State Law (Act 280 of 2005) to create what is known as the South Martin Luther King Jr. Boulevard Corridor Improvement Authority (CIA) and established a District with eligible property within an area encompassing 500 feet of the centerline of South Martin Luther King Jr. Boulevard, from the railroad tracks south of Victor Avenue to I-96.

The purpose of the Corridor Improvement Authority Act is to help communities plan for and fund improvements along a corridor. The overall goal is to help support economic development and redevelopment of this area. The types of improvements could include sidewalks/pathways, streetlights, streetscape enhancements, façade improvements, and other public investments which could support and enhance economic development and the quality of life for business owners and residents within this district. The CIA's first task to be able to fund these improvements is to create a Development and Tax Increment Financing Plan. This plan describes the types of activities that the CIA can participate in as well as how those activities are financed. The plan covers a 15-year period and explains how Tax Increment Financing (TIF) will work, which is the primary means in which new projects would be funded. It is important to note that TIF is not a new tax nor does it raise property owner's taxes.

City Council will hear comments from citizens, taxpayers and property owners, officials from any affected taxing jurisdiction and any other interested persons. All aspects of the Plan will be open for discussion at the public hearing. Maps, plats, and a description of the development plan, including the method of relocating families and individuals who may be displaced from the area, are available for public inspection at the Lansing City Clerk's Office, 124 W Michigan Avenue, 9th Floor of City Hall, Lansing, MI 48933. The Development and Finance Plan can be found on the S. Martin Luther King Jr. Boulevard CIA website: [http://www.lansingcity.gov/pls/proj/01\\_01\\_01\\_MLK\\_Jr\\_Blvd-Corridor-Improvement-A](http://www.lansingcity.gov/pls/proj/01_01_01_MLK_Jr_Blvd-Corridor-Improvement-A)

If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email [cityclerk@lansingmi.gov](mailto:cityclerk@lansingmi.gov).

**Chris Swope, Lansing City Clerk, MMC/CMMC**  
**[www.lansingmi.gov/Clerk](http://www.lansingmi.gov/Clerk)**  
**[www.facebook.com/LansingClerkSwope](https://www.facebook.com/LansingClerkSwope)**

**CITY OF LANSING  
NOTICE OF PUBLIC HEARING**

The Lansing City Council will hold a public hearing on **Monday, November 14, 2022**, at 7:00 p.m. in the Tony Benavides Lansing City of Lansing Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Ave., Lansing, MI 48933, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, City Assessor, other interested persons, and ad valorem taxing units to appear and be heard on the approval of an Obsolete Property Rehabilitation District (the "District"), pursuant to and in accordance with the provisions of the Obsolete Property Rehabilitation Act, Public Act 146 of 2000, for the properties located at 1703, 1717, and 1723 E. Michigan Avenue, Lansing, Michigan, 48912 legally described as:

LOTS 4, 5, 6 & 7, ALSO ENTIRE VAC ALLEY LYING ACROSS THIS BLOCK BLOCK 6  
RUMSEYS MICHIGAN AVENUE ADD, 33-01-01-15-280-042;  
LOT 4 ASSESSORS PLAT NO 35, 33-01-01-15-280-071;  
LOT 3 ASSESSORS PLAT NO 35, 33-01-01-15-280-081

Approval of this District will allow the owners of real property within the District to apply for an abatement of certain property taxes for the improvements to their property located within the District. Further information regarding this issue may be obtained from Aurelius Christian, Lansing Economic Development Corporation (LEDC), 230 N. Washington Sq. Ste 212 Lansing, MI 48933, (517) 331-2773.

For more information, please call 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email [city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov).

**Chris Swope, Lansing City Clerk, MMC/CMMC**  
**[www.lansingmi.gov/Clerk](http://www.lansingmi.gov/Clerk)**  
**[www.facebook.com/LansingClerkSwope](https://www.facebook.com/LansingClerkSwope)**